

Recruitment Pack

Employment Service (IPS)



Entrepreneurial

We encourage all WDP's service users, volunteers, and staff to be entrepreneurial in their outlook. WDP's brand of entrepreneurialism centres on our approach of being creative and solution focused, we do not take no for an answer when advocating on behalf of our service users. We look to harness recovery capital and create opportunities for our service users to thrive.

Community Focused

We are inspired by the role local communities can play in delivering meaningful opportunities for our service users. Local communities provide our service users with a clear sense of belonging and purpose. We harness community assets, enabling our service users to receive maximum benefit from local initiatives.

WDP
Life transformed.

TRANSFORMING RECOVERY FOR PEOPLE WITH ADDICTION AND MENTAL HEALTH ISSUES

In Partnership

We strongly encourage collaborative working – both across agencies, and throughout our organisation, WDP is committed to working alongside our service users to co-produce the design and delivery of services. We embrace working with other organisations to ensure service users have access to the highest quality of care.

Strong Belief in Service Users

We adopt an aspirational approach, knowing that our service users' potential is limitless. Focusing not only on substance misuse, we support our service users to realise their full potential, working holistically and in partnership every step of the way.



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Our Values

Entrepreneurial ▶ In Partnership ▶ Community Focused ▶ Strong Belief in Service Users

Dear Applicant,

Welcome to WDP. Thank you for your interest in our organisation and our roles for our new **Employment Service** using the evidenced based model of **Individual Placement and Support (IPS)**.

Over the past 25 years, WDP has been working in communities to support and offer alternative pathways to people who experience problems with drug or alcohol misuse.

Initially starting in Westminster, we now operate right across London and the south-east of England. We are known for being innovative, providing high quality services and working well in partnership and we have achieved this recognition by truly investing in our people, developing them as leaders and helping them realise their potential.

WDP has recently grown to record size and we are searching for an **exceptional staff to join our new and exciting employment service**. WDP is currently undergoing a significant period of growth and change, we are on course to transform substance misuse service delivery across London and beyond, by introducing truly innovative and effective interventions.

This pack should give you a clear idea of what we are all about and where we see our future. Having motivated and enthusiastic staff who want to deliver for the organisation is critical to this. As well as being able to achieve fulfilling and impactful outcomes for our service users, you will find that WDP has a friendly and lively environment to work in.

We are looking for staff who reflect our values and proactively demonstrate this in all that they do.

If you believe that you have the passion, drive and commitment to enable us to achieve our ambitious goals and ensure that our services continue to help people in local communities, we would very much welcome an application from you.

A handwritten signature in black ink, appearing to read 'Manish Nanda', written in a cursive style.

Manish Nanda
Joint Chief Executive Officer



Employment Service Framework

<p>To support unemployed people with drug and alcohol addictions, or who have had drug and alcohol issues, to achieve paid competitive employment in a fulfilling, sustainable way</p>	<p>Key aims</p> <ul style="list-style-type: none"> ▶ Deliver an integrated, Individual Placement and Support (IPS) evidence-based supported employment service ▶ Rapid job search, followed by tailored in-work support ▶ Service users typically get a job within two-six months ▶ Over 700 job starts within a three-year period <p>Key objectives are for service users to:</p> <ul style="list-style-type: none"> ▶ Gain paid employment ▶ Improve their general health and wellbeing 		
<p>Delivery methods</p> <ul style="list-style-type: none"> ▶ Evidence-based IPS model ▶ Effective employer engagement strategy ▶ Delivery in 8 boroughs - Barnet, Brent, Ealing, Harrow, Hillingdon, Hounslow, Kensington & Chelsea and Westminster. ▶ Maximum of 12 month's support for service users from point of engagement ▶ Staff team comprising of management, Employment Specialists and Administrator ▶ Co-located in delivery teams where practicable and appropriate ▶ Specialist IPS training and WDP blended training package ▶ Referral pathways including JCP, NHS, Probation and Rehabilitation services 	<p>Employer Engagement</p> <ul style="list-style-type: none"> ▶ Engaging employment opportunities that are consistent with service users' preferences ▶ Effective local and national engagement to forge strong and lasting relationships ▶ Employer platforms to enhance tailored opportunities ▶ Education and support for employers ▶ Tailored in-work support ▶ A targeted approach to sympathetic employer partners ▶ Creation of bespoke IPS WDP website to enhance job matching. 	<p>Outcomes</p> <ul style="list-style-type: none"> ▶ Number of service users successfully engaged in the service ▶ Number of referrals received for the service ▶ Service users gaining paid employment opportunities ▶ Service users entering sustainable employment ▶ Service users improving their recovery outcomes and overall wellbeing ▶ Service user satisfaction surveys ▶ Achievement of quality assurance fidelity review ▶ Enhanced co-production within the development of the service. 	<p>Communication</p> <p>A Communication Plan will:</p> <ul style="list-style-type: none"> ▶ Ensure funders receive regular reporting and updates ▶ Effective data collection to support cost savings/social return on investment ▶ Increase awareness among clinical teams to raise aspirations of service users entering paid work ▶ Share success stories and feedback from the service. <p>Communication of findings from the independent evaluation of 25-point fidelity scale will take place.</p>

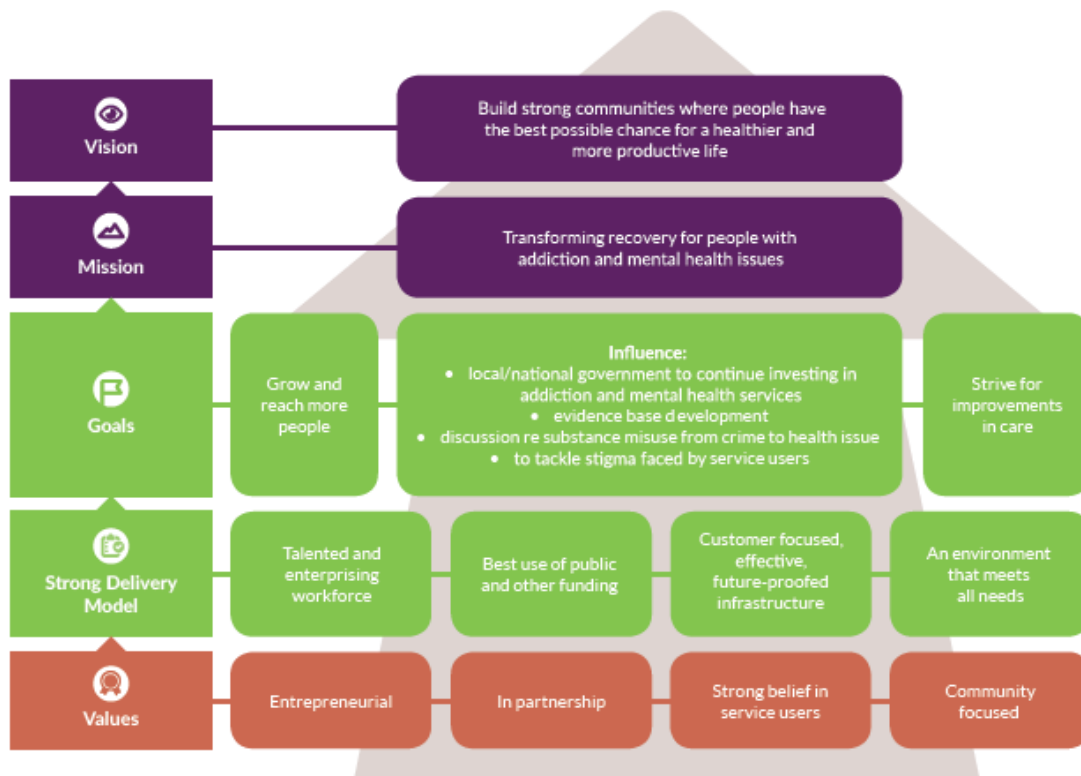
An introduction to WDP

WDP is a vibrant and innovative charity committed to helping individuals, families and communities affected by drug and alcohol use. We support people to achieve sustainable recovery and to fully reintegrate back into their communities. We have over 25 years' experience of working with people in a wide range of circumstances.

WDP started off as a small community service in Westminster – hence the name. Today we have multiple services across London and the south-east of England. We deliver services on behalf of local authorities and other statutory bodies. Most of our income is earned from delivering services to people affected by drug and alcohol problems in local communities.

We work closely with partners in the statutory, voluntary and private sectors to give people the support they need to recover. Our service users often need to use a range of services spanning health and housing to benefits and employment. By working together, we can overcome the hurdles and offer joined-up solutions. We work closely with the police, court, prison and probation services to ensure that those in the criminal justice system get the care they need too.

Our strategy



Our four organisational values



Vacancies Available

There is an Data Administrator position available for the Employment Service, please click the link to download the job description.

- **Data Administrator - £19,890 - £24,500**

Learning and Development

WDP have a wide range of learning opportunities. These will enhance your skills and in turn improve the performance of our organisation.

For example, you will:

- Have regular supervision with your line manager - a key part of this will be identifying and planning ways to meet your ongoing learning needs.
- Attend a comprehensive range of in-house training courses as part of your ongoing continuing professional development.
- Attend a number of mandatory training sessions aimed at ensuring we all possess the knowledge, skills and attitudes critical to our success.
- Participate in on-the-job training, observation and assistance from more experienced colleagues
- Apply to receive financial support to undertake more intensive study in areas related to your work (once core competency has been demonstrated)

At WDP we promote a 70:20:10 approach to learning with a wide range of opportunities that includes traditional face-to-face training courses, online resources, e-learning, on-the-job learning, project work, shadowing, topic discussions, developing a specialism, to name a few.

You will receive comprehensive and extensive training around the IPS Model to support you in your role.

Internal Training

Additional internal training modules will include:

- Motivational Interviewing
- Challenging preconceptions
- Group facilitation
- CV and cover letter techniques
- Health promotion
- Healthy lifestyle advice
- Impact of Welfare Reforms
- How to provide in-work support
- Assorted WDP substance misuse modules.

Our Learning & Development (L&D) team has established a multifaceted training/continuous professional development platform, including:

- Group training
- Coaching and mentoring



- Collaborative Learning Sets
- Communities of Practice, e.g. LGBT-leads
- Working groups
- Self-directed study
- External training modules,
- Virtual Training e.g. NHS IG-toolkit.

Benefits of working with us

WDP is delighted to have been named 'One to Watch' in the Sunday Times' Top 100 Places to Work in the Not-for-Profit Sector in 2017.

The Sunday Times Best Companies survey, the largest workplace engagement survey in the UK, found 86% WDP employees agreed their job was good for their own personal growth.

82% employees also said their work at WDP was an important part of their lives.

80% WDP employees believed their manager spoke openly and honestly with them. Managers at WDP meet regularly with their team members in supervision review settings, enabling them to get to know them as individuals. Their managers give team members time to reflect on their performance and continuing professional development.

Commitment to work life balance

Our commitment to work life balance includes our combination of annual leave and paid emergency leave, in addition to unpaid leave (or where relevant TOIL), each of which is intended to enable people to make good and appropriate personal arrangements.

Annual leave

25 days of annual leave, plus Bank Holidays, increasing to 33 days of annual leave based on length of service.

Emergency leave and sick pay

WDP offers up to 1 day of paid emergency leave per year
WDP offers occupational sick pay

Family leave

Enhanced maternity pay
Enhanced paternity pay
Childcare voucher programme

Employee Assistance Programme

WDP provides an external counselling service that will allow staff to receive advice on a variety of issues.

Pensions

WDP has a contributory pension scheme with an employer contribution of 2% (contributions are reviewed annually). Contributions are based on gross salary. WDP's pension scheme is operated by The People's Pension.



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Death in Service

A tax free cash benefit of an employee's basic annual salary is payable on an employee's death.

Refer a friend

Refer a friend to work at WDP and earn £500.

Christmas Savings Club

A scheme that allows employees to save for Christmas

Cycle to Work Scheme

WDP operates a cycle to work scheme

Recruitment Process

Equality and Diversity

WDP is committed to demonstrating equality and diversity throughout our services to meet the needs of our service users and to ensure that WDP employs a workforce which reflects the diverse community profile. Our pledge is to treat all employees with the dignity and respect they deserve and support them to deliver quality services that reflect our values.



Pre-application

For an informal chat about the role, contact **Rebecca Odedra**, Reintegration Programmes Manager on 07918 738 904 or rebecca.odedra@wdp.org.uk.

Application

To apply for this post, please submit a CV and supporting document outlining how you meet the person specification to wdp.recruitment@wdp.org.uk. The deadline is the **27th of January at 5pm.**

Post-application

Shortlisted candidates will be contacted and invited for interview after the closing date.



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