



## ANA LIFFEY DRUG PROJECT

<b>JOB DESCRIPTION:</b>	August 2017
<b>POST:</b>	Assistant Project Worker (ODS)
<b>HOURS:</b>	35 hours a week
<b>SALARY:</b>	€27,026 per annum
<b>HOLIDAY:</b>	25 days exclusive of bank holidays
<b>RESPONSIBLE TO:</b>	Team Leader (Online and Digital Services)
<b>RESPONSIBLE FOR:</b>	The delivery of the annual 'Let's Talk about Drugs' National Youth Media Awards including stakeholder liaison, promotion of the event, management of the launch and awards ceremony and review of the awards each year.

### ***Vision***

Our vision is for a society where all people affected by problem substance use are treated with dignity and respect and have access to quality services.

### ***Mission***

Our mission is to work with people affected by problem substance use and the organisations that assist them. We do this to reduce harm to individuals and society, and to provide opportunities for development of those individuals and organisations.

### ***Values***

<p>The Ana Liffey neither promotes nor denounces substance use but seeks to respond to problems associated with it.</p> <p><i>What this means:</i></p>	<p>The Ana Liffey believes in rights and responsibilities.</p> <p><i>What this means:</i></p> <ul style="list-style-type: none"> <li>• We believe in supporting people to</li> </ul>
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<ul style="list-style-type: none"> <li>• We support people to reduce harm</li> <li>• We respond to peoples needs</li> <li>• We recognise the potential of the people we work with</li> <li>• We provide evidence based responses</li> <li>• We are innovative.</li> </ul>	<p>know their rights</p> <ul style="list-style-type: none"> <li>• We believe in encouraging people to take responsibility</li> <li>• We treat all people who come into contact with Ana Liffey with dignity and respect.</li> </ul>
<p>The Ana Liffey is pragmatic.</p> <p><i>What this means:</i></p> <ul style="list-style-type: none"> <li>• We turn words into actions</li> <li>• What matters is what we do</li> <li>• We identify, take and manage risks</li> <li>• We are solution focused</li> <li>• We deliver on our commitments.</li> </ul>	<p>The Ana Liffey aims to make a positive contribution to society.</p> <p><i>What this means:</i></p> <ul style="list-style-type: none"> <li>• We actively engage in the promotion of a partnership approach</li> <li>• We are open and accountable</li> <li>• We are a quality led organisation and a leader in good professional practice</li> <li>• We have a local, national and international perspective.</li> </ul>

## JOB SUMMARY

Under the guidance of the Team Leader (Online and Digital Services), the main focus of responsibility is the planning, promotion and delivery of the annual 'Let's Talk about Drugs' National Youth Media Awards. The 'Let's Talk about Drugs' National Youth Media Awards is an annual competition which encourages discussion of drug-related issues by inviting young people to produce a piece of original content relating to drug and/or alcohol use. This role involves the promotion of the competition with young people and relevant institutions across Ireland. It involves the project management of the competition including stakeholder engagement, event management, public speaking and report writing.

This role also involves carrying administration responsibilities as part of the Online Digital Services team and managing the Livehelper service with the team.

## DUTIES AND RESPONSIBILITIES

### 1. SERVICE DELIVERY

- 1.1 To establish effective working relationships with the stakeholders of the 'Let's Talk about Drugs' National Youth Media Awards including young people, youth leaders, media personnel, statutory agencies and voluntary agencies.
- 1.2 To plan, deliver and review the 'Let's Talk about Drugs' National Youth Media Awards in conjunction with relevant stakeholders.
- 1.2 To respond to all correspondence and queries in a timely and comprehensive manner.
- 1.3 To make public presentations regarding the awards and other work of the Ana Liffey at conferences, ceremonies and in the media as required.
- 1.3 To participate in monitoring and evaluating projects undertaken by Ana Liffey Drug Project.

- 1.4 To assist in providing online information & support through the LiveHelp service, while treating service users with dignity and respect at all times (training provided).
- 1.5 To engage in social media across all the organisations social media platforms.
- 1.6 To promote activities in the online and offline environment as requested.
- 1.7 To ensure that all services are delivered according to the Ana Liffey quality standards framework.

## **2. TEAM WORK**

- 2.1 To attend and actively participate in team meetings.
- 2.2 To attend and participate in review days as required.

## **3. ADMINISTRATION**

- 3.1 To keep and maintain effective record systems.
- 3.2 To assist the Online and Digital Services Team Leader in the collation of statistics as required.

## **4. GENERAL RESPONSIBILITIES**

- 4.1. To continuously develop the role in conjunction with your Team Leader.
- 4.2. To ensure that all services are being run in an effective and appropriate manner which meets the aims and objectives of the Ana Liffey Drug Project.
- 4.3. To participate in internal/external meetings, training events, conferences and other functions as directed by your Team Leader.
- 4.4 To participate in regular supervision and annual appraisal, and help in identifying your own job-related development and training needs.
- 4.5 To ensure that all Ana Liffey Drug Project policies and procedures are being adhered to, particularly those relating to Health and Safety, Complaints, Code of Practice and Confidentiality.
- 4.6. To contribute to the effective implementation of the Ana Liffey's Equal Status Policy as it affects both the Ana Liffey and its work with partner agencies and service users.
- 4.7. To carry out your work in a professional manner at all times.
- 4.8. To work in accordance with the aims, values and ethos of the Ana Liffey at all times.
- 4.9 Undertake any other duties that may be required which are commensurate with the role as directed by your Team Leader or a member of the Senior Management Team.