



JOB DESCRIPTION

FOR THE POST OF

Job Title: D.A.R.E. Officer
Department/Location: Life Skills Education Charity office / Home Address
Responsible to: Training & Development Manager via the Sales & Marketing Executive
Date: May 2018

JOB PURPOSE

The D.A.R.E. Officer is a member of a small team responsible for delivery of Life Skills programmes in schools. The post holder also provides necessary support to schools, parents / carers and communities to assist in developing an understanding and awareness of the programmes. D.A.R.E. Officers play an important role in marketing Life Skills programmes and supporting sustainability by assisting in fund raising activities and the selling of merchandise.

PRINCIPLE ACCOUNTABILITIES:-

- Delivery of programmes in schools and other educational establishments or groups; predominantly primary schools to Year 5 and 6 pupils.
- Attend meetings with parents/carers and school staff in support of the programme and to promote awareness amongst the community including social media.
- Prepare presentations and attend displays and exhibitions as required in order to positively represent and promote the work of Life Skills Education Charity.
- Keep up to date with local and national developments with regard to drug information, education and relevant legislation.
- Participate in Life Skills Education Charity 's Staff Appraisal Scheme and take responsibility for identifying your own professional and career development needs.
- Actively market and sell D.A.R.E. programmes, merchandise and support other Life Skills Education Charity. fund raising activities.
- Attend regular team meetings and training sessions as required.
- Undertake any other reasonable duties relevant to the role.



PERSON SPECIFICATION FOR THE POST OF

Job Title: D.A.R.E. Officer
 Department/Location: Life Skills Education Charity / Home Address
 Date: May 2018

CRITERIA	Essential/ Desirable	METHOD OF ASSESSMENT
<u>EXPERIENCE/KNOWLEDGE:-</u>		
<ul style="list-style-type: none"> Ideally will have worked in an enforcement agency, regulatory body, public health, social care or youth engagement role. Be able to evidence significant experience of working with young people, the effects of risky behaviours such as the abuse of drugs and alcohol and their impact on individuals and the community. 	E E	Interview/Applica tion Form
<u>EDUCATION/QUALIFICATION:-</u>		
<ul style="list-style-type: none"> English and Maths GCSE A-C grades 	E	Interview/Applica tion Form
<u>SKILLS AND ABILITIES:-</u>		
<ul style="list-style-type: none"> Have a desire to work with children and young people. Must demonstrate the ability to deliver information appropriately to a range of audiences including young people aged 9 to 16 years, teaching staff, parents and carers. Be able to facilitate learning and the development of young people in life skills. Have the ability to interact with, motivate and inspire young people; creating a positive impact and holding their attention. Excellent inter personal skills including the ability to influence, persuade and negotiate at all levels. Including liaison with teachers, parents, and partner agencies. Able to effectively deal with people and enquiries, referring them to the appropriate person where necessary. Must have the ability to recognise and assess potential 	D E E D E E	Interview/Applica tion Form

<p>problems within individuals/groups and to offer solutions and support.</p> <ul style="list-style-type: none"> • Excellent communication skills both written and verbal. • Ability to work autonomously with the minimum of supervision while recognising the limits of authority when appropriate. • Able to take decisions as to prioritising time, resources and tasks. • Willing to undertake necessary training in order to deliver programmes effectively. • Take personal responsibility for keeping abreast of local and national developments in drug information, education and programme related legislation. • Demonstrate the ability to maintain professional and ethical standards at all times, in particular providing a positive role model to young people aged 9 to 16 years. • Demonstrate effective team working attributes. 	<p>D E E D E D E D</p>	
OTHER:-		
<ul style="list-style-type: none"> • Willing to wear the corporate uniform provided and present a smart and professional image of self and Life Skills Education Charity. • A commitment to the core values, objectives and ethics of Life Skills Education Charity. • Hold a full and valid driving licence and be prepared and insured to use own vehicle for business purposes. • Demonstrate a personal commitment to equal opportunities and managing diversity. • Demonstrate a commitment to own professional development and participation in the staff appraisal process. • DBS check required. 	<p>E D E E E E</p>	<p>Interview/ Application Form</p>



ORGANISATIONAL/DEPARTMENTAL CHART

