



ADUR & WORTHING
COUNCILS

Person Specification Alcohol Wellbeing Advisor

Authority:	WBC/ADC
Directorate:	Communities
Section:	Wellbeing
Post Title:	Alcohol Wellbeing Advisor
Post Number:	
Accountable to:	TBC
Management responsibility for:	None
Authority to liaise with:	Council departments & relevant external organisations

Area	Requirements	
Qualifications	Essential	Desirable
	Good standard of general education, including GCSE level or equivalent English and Maths	Qualification (or certificate in appropriate training) in alcohol reduction Qualification (or certificate of appropriate training) in motivational interviewing
Knowledge and Experience	Essential	Desirable
	Experience of working with individuals on a one-to-one basis, supporting healthy lifestyles behaviour change	Familiarity with using motivational interviewing techniques
	Good knowledge and understanding of the wider determinants of health	An understanding of local alcohol pathways
	An understanding of safeguarding children, young people and adults at risk	Knowledge and/or experience of General Data Protection Regulations
	Experience of working effectively with partner organisations	Experience of working with people with complex needs
Skills	Essential	Desirable

Communication/ relationship	<p>Confident verbal communication skills; capable of giving effective presentations and training sessions</p> <p>Excellent written skills with ability to write good quality case studies and monitoring reports</p>	
Planning/ organisational	Well organised and effective at time management and prioritising	
IT	Computer literate - able to use email, internet, MS Office and input data to spreadsheets	<p>Experience of working with Google products</p> <p>Ability to collect and analyse data</p>
Abilities	Essential	Desirable
Physical	Able to work in an office environment and community settings. Willing to operate a mobile work style	
Mental	<p>Self-motivated and able to work on own initiative</p> <p>Able to work under pressure to meet deadlines</p> <p>Able to adapt working style to make the most of resources</p>	
Emotional	Able to empathise and be supportive whilst maintaining clear boundaries	
Working conditions / Style	<p>Flexible regarding hours and place of work across Adur & Worthing</p> <p>Early evening and weekend work will be required when appropriate</p> <p>Self-starter able to work on own initiative whilst working as part of a team</p>	
<p>Other:</p> <p>Travel to different working sites will be required therefore access to a car and a clean driving licence would be useful</p>		

Person Specification agreed by:

Post holder (Print name):	
Signature:	
Date:	
Line Manager (Print name):	TBC
Signature:	
Date:	
Executive Head of Service (Print name):	Tina Favier
Signature:	
Date:	