 **Role Profile**

|  |  |
| --- | --- |
| **Job Title**  | Wellbeing Alcohol Adviser  |
| **Team** | Wellbeing | **Grade** | 5 |
| **Reports to** | Line manager: Sarah Wilby Communities and Wellbeing manager: Carrie Reynolds  |
| **Date** | 12/06/2025 |

**One Arun:**

|  |
| --- |
| Every role at Arun contributes towards our [**Vision – *A better future***](https://www.arun.gov.uk/download.cfm?doc=docm93jijm4n18990.pdf&ver=20441), and every employee strives to embrace and champion our [**Values**](https://arungovuk.sharepoint.com/sites/intranet/staff/Useful%20documents/Arun%20values%20explanation.pdf#search=arun%20values)**:**A logo of a chat  Description automatically generated |

**Overall job purpose:**

|  |
| --- |
| * To triage and support clients to reduce their risk of alcohol-related harm by offering support to reduce alcohol consumption. This service supports clients who are drinking at an increased-risk level, anyone who is drinking at a physically-dependent level will be referred to another service.
* To use motivational interviewing techniques to support residents/people who work in Arun by delivering one-to-one Extended Brief Interventions to people drinking at Increasing risk or Higher Risk levels. (Full training will be provided.)
* To use Audit-C, Sad-Q and other tools to identify whether a client is suitable for the Wellbeing service. Referrals and signposting to other appropriate services where appropriate.
* Log accurate and detailed client information onto a comprehensive evaluation database and provide data, reports and case studies to form part of the quarterly evaluation returns to West Sussex County Council’s Public Health.
* To work closely with the wider Arun Wellbeing team and signpost service users to other appropriate services both internally and externally
 |

**Key areas of focus:**

|  |  |
| --- | --- |
| 1. | Promote the alcohol wellbeing advisor service and encourage referrals |
| 2. | To deliver the alcohol wellbeing advisor service and offer service users a choice of venue and to ensure the service is available across the district, |
| 3. | To deliver outreach work to generate demand for the service e.g. through running information stands and attending events (occasional weekend work will be required) |
| 4. | To ensure clients are eligible for the service (or refer on to suitable services where necessary) and to measure change, the postholder will be required to screen people for risky drinking and possible alcohol dependence using validated screening tools (full training will be provided). |
| 5. | Support clients by delivering one-to-one Extended Brief Interventions to people drinking at Increasing risk or Higher Risk levels (not physically dependent on alcohol), full training will be provided. |
| 6. | To work closely with the wider Arun Wellbeing team and signpost service users to other appropriate services both internally and externally. |
| 7. | Provide advice and guidance to Wellbeing advisors and partner organisations in the delivery of Alcohol Intervention and Brief Advice so that they understand and have the knowledge, skills and confidence to deliver Alcohol Identification and Brief Advice. |
| 8. | To identify appropriate community and other outreach venues such as businesses, day centres, family centres and other places across the Arun District, including within disadvantaged wards and rural areas, for the purpose of carrying out face-to-face brief interventions and motivational interviewing within the community. |
| 9. | To log accurate and detailed client information onto a comprehensive evaluation database as per the service specification and provide data, reports and case studies to form part of the quarterly evaluation returns to West Sussex County Council’s Public Health. |
| 10. | To promote the service through development of social media, flyers, leaflets and newsletters, working with Arun’s Communications and Design teams. |
| 11. | To work closely with officers from other Council departments, e.g. Benefits, Housing, Environmental Health, with colleagues from Adults Services and voluntary sector organisations, as well as with GPs and other health professionals to identify individuals who would benefit from the service. |
| 12. | To be aware of, and comply with, up to date NHS guidelines and current legislation concerning Equal Opportunities, Health & Safety at Work, General Data Protection Regulation (GDPR) and Freedom of Information. To be aware of, and comply with, the Council’s policies and procedures as set out in the Constitution, Standing Orders and the Code of Conduct for Council Officers. |
| 13. | Any other duties that are appropriate with this post. |

**Additional information (not contractual)**

|  |  |
| --- | --- |
| 1. | Responsible for 0 staff – staff management Not applicable to this role. |
| 2. | Responsible for budgets – Not applicable to this role. |
| 3. | Service delivery; The postholder is expected to contribute to the improvement of service delivery standards. |

**Role Requirements**

The following outlines the criteria for this post. Applicants will be shortlisted and interviewed to assess if they meet the criteria for the role.

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** |
| **Professional Qualifications**  |
| Motivational Interviewing (or similar qualification) |  | X |
|  |  |  |
| **Experience** |
| Proven experience of working effectively with partner organisations.  |  | X |
| Experience of working with people with complex needs  |  | X |
| Experience of working with individuals on a one to one basis, supporting behaviour change.  | X |  |
| An understanding of local alcohol pathways.  |  | X |
| **Knowledge** |
| Knowledge of the impact of alcohol on health  |  | X  |
| Knowledge of alcohol screening methods |  | X  |
| An understanding of issues related to disadvantaged areas and groups e.g. people with mental health conditions, carers, people with learning disabilities.  |  | X  |
| **Behaviours** |
| Active listening: Gives the speaker their full attention, genuinely listening and tries to see things from their perspective.  | X |  |
| Empathy: Is understanding and considerate to the unique feelings, needs and rights of others, trying to see things from their perspective, without judgement.  | X |  |
| Motivating others: Spurs others on with positivity and gratitude. | X |  |
| Supportive: Champions a supportive work environment by offering help/validation/guidance to someone who needs it  | X  |  |
| **Competencies** |
| Collaborative working: Working together to achieve a shared goal. Build effective relationships with internal and external customers.  | X |  |
| Communication (written/oral): Able to communicate clearly, appropriately and respectfully with colleagues and customers | X |  |
| Customer focus: Takes pride in and is committed to delivering high quality services. Identifies and clarifies individual needs.  | X |  |
| Emotional intelligence: Works to develop self-awareness, empathy and an understanding of stress management and other emotions, to help build rapport, support collaboration and diffuse difficult situations. | X  |  |
| Industry knowledge: Keen to keep abreast of knowledge and best practice to the role/area.  |  | X |
| Organisation skills: Plans and prioritises own work with reference to line manager. Makes the best use of own time and meets deadlines.  | X |  |
| **Other**  |
|  | Yes | No |
| Does this role require a **Enhanced** DBS check? | X  |  |
| Will the post holder be required to take card payments via MOTO. (If yes – needs basic DBS). |  | X |
| Is this a Politically restricted post? |  | X |
| Does this role require any out of hours/ weekend/ evening/ rota work?   | X |  |
| Does this role require a driver’s licence and access to a vehicle? | X |  |
| Does this role attract an essential car user allowance? |  | X |
| Does this role attract a market supplement? |  | X |
| Does this role require a uniform? |  | X |