**The Forward Trust Job Description**

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| **Position Title** | Intervention Development Officer (Full Time) | **Reports to** | Research & Service Development Manager |
| **Region: Head Office (London) / Remote with Travel to Forward’s services** | | | |

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| **Introducing Forward Trust** |

We are Forward, the social enterprise that empowers people to break the cycle of crime or addiction to move forward with their lives. For more than 25 years we have been working with people to build positive and productive lives, whatever their past. We believe that anyone is capable of lasting change.

Our services have supported thousands of people to make positive changes and build productive lives with a job, family, friends and a sense of community.

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| **Purpose of the Job** |

Forward is looking for a passionate and conscientious Intervention Development Officer to join the Research & Service Development team. Forward’s core activities are diverse and the post-holder will be able to switch focus quickly and respond to changing priorities proactively.

Reporting to the Research & Service Development Manager, you will be responsible for developing and repurposing high-quality interventions to meet the needs of Forward’s varied client group. You will work on deliverable group-based or one-to-one interventions. You will also respond directly to requests from service-delivery colleagues, supporting them to navigate our suite of interventions and working to fill any identified gaps in provision.

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| **Principal Accountabilities** |

**Main duties:**

* Designing/developing multi-intensity interventions suitable for delivery in both prison and community settings (to include CBT-based group sessions; psychoeducational workshops; guided self-help resources)
* Engaging with Forward’s client group and service delivery colleagues in the design and review stages of content development
* Translating recommendations informed by national best-practice guidelines and the evidence base into deliverable therapeutic content
* Repackaging or retargeting existing intervention material to meet the needs of a different client groups
* Responding to requests from services in a timely fashion.
* Ensuring existing programme manuals and facilitator guidance documents are regularly reviewed evaluated and updated.

**Other**

* Take on any other reasonable tasks deemed necessary by your line manager or other more senior members of staff (e.g. the Director of Service Improvement or the Executive Director of Research & Development)
* Contributing to other cross-divisional projects as required

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| **Person Specification** |

**Below is a list of the qualities that we are looking for in applicants to this post.**

**Please address each of these points in your application.**

**Qualifications**

Essential

* Educated to Degree level.
* Strong, demonstrable experience of contributing to the development of therapeutic interventions (e.g. CBT-based; psychoeducational; guided self-help) in the last 2 years.
* A minimum of two years’ Experience/knowledge of substance misuse service delivery in residential prison and/or community settings or mental health/wellbeing service delivery in residentials prison and/or community settings (e.g. IAPT) within the last three years
* Experience and knowledge of designing workshops/educational resources or structured interventions

**Experience**

Desirable

* A master’s degree in psychology, Criminology, Public Health or related field

**Skills/ Knowledge**

Essential

* Ability/understanding of how to translate recommendations from the evidence literature/best practice guidance into deliverable content
* High level of attention to detail
* Excellent written and oral communication skills; with a particular focus on adapting communication styles to different audiences/client groups
* Excellent IT skills, including proficiency with MS Office software (Excel, PowerPoint, CANVA, Word etc.)
* Ability and confidence to quickly learn new software packages as and when needed.
* A positive problem solving approach with the ability to focus on key issues quickly and clearly.
* Ability to manage own workload effectively to deadlines and targets
* Flexible attitude and openness to changing priorities
* Ability to work within a team
* Ability to represent Forward in a positive and professional manner.

Desirable

* Knowledge/understanding of the sector (e.g. voluntary, substance misuse, mental health and/or criminal justice).

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| Forward Trust Vision, Mission, and Values: |

A person sitting at a table

Description automatically generated with medium confidence

**Our Values:**

