"Early Break is a young people and family charity that believes excellence at all points of delivery is a requirement. If you take pride in your work, are hardworking, want to be professionally challenged and are passionate to make a difference in the lives of others then our organisation could well suit you. We have a strong set of values determined by staff which we continuously work towards. It is our shared expectation our staff will be "professionally curious" both in their delivery and ongoing professional development."

Vicky Maloney, CEO

As a worker you will be child focussed in your practice, you will be a reflective worker who engages in the opportunities to build on your practice that this role offers. You are someone who is organised in your administration and yet can work at depth with vulnerable young people and their families. You will have a knowledge base of the environment of children and family services and will bring to the role your willingness and experience to support others to change lives and safeguard as required.

Role Outline

Role Name	Enhanced Live Well Specialist Substance Use Navigator
Key Focus / Role Purpose	The Enhanced Live Well Navigator will deliver intensive, person-centred support to transitional-age young people, primarily aged 16–24, across the Bury locality who are experiencing multiple and complex needs associated to their substance use. The role will focus on individuals experiencing at least three of the following five complexities: • Homelessness or risk of homelessness • Drug and/or alcohol dependency • Complex mental health challenges • Contact with the criminal justice system • Domestic abuse The Navigator will work with young adults whose needs are not being adequately met through existing services and who require a coordinated, multi-agency response. Working alongside Early Break's existing children's substance use provision, the Navigator will hold a smaller, more intensive caseload to enable sustained engagement, flexible intervention and a holistic approach to addressing individual needs.

	The role will have a particular focus on supporting young adults who may be at risk of disengagement, exploitation, offending, homelessness or deteriorating mental health, ensuring that appropriate support is accessible during the transition between children's and adult services. The Navigator will work collaboratively with youth justice, probation, housing, mental health, complex safeguarding, substance use services and wider community partners to develop coordinated support plans and improve outcomes.
Role Size	EB Salary Points 5-9: £29,447 to £32,092. FTE 37 hours per week
Minimum Qualifications	Hold a relevant professional qualification e.g. in Social Work, Teaching, Youth and Community Work, Counselling, Level 3 Substance Use Qualification
Additional Experience	Have two years' experience of working with vulnerable young people in a similar setting including young substance users
Reports to	Operational Manager

Key Deliverables

1. Deliver intensive, person-centred, one-to-one support to transitional-age young people experiencing multiple and complex needs, providing flexible appointments and interventions in accordance with Early Break policies and procedures.
2. Manage a smaller, dedicated caseload of young adults requiring sustained intervention, ensuring support is responsive to individual circumstances, levels of risk and presenting needs and engage in an agreed Enhanced Live Well MDT process across the Bury system.
3. Complete comprehensive, holistic assessments that consider substance use, mental health, housing, criminal justice involvement, domestic abuse, exploitation, safeguarding and wider social circumstances.
4. Develop, implement, monitor and review individualised SMART care and support plans, ensuring young people are actively involved in identifying their goals, priorities and desired outcomes.
5. Deliver appropriate substance use interventions, including harm reduction, motivational interventions, relapse prevention and support to access specialist treatment, including prescribing services where clinically appropriate.
6. Provide assertive outreach and flexible engagement opportunities for young adults who may be reluctant to access traditional services or who have previously disengaged from support.
7. Act as a consistent point of contact for young adults, supporting them to navigate services, overcome barriers to engagement and access appropriate interventions.
8. Develop and maintain effective working relationships with youth justice services, adult probation, police, housing providers, mental health services, complex safeguarding teams and other relevant agencies to ensure coordinated support and advocating for the young person .

9. Contribute to multi-agency meetings, safeguarding discussions, risk management processes and professional networks, advocating for the needs and rights of young adults.
10. Support effective transitions between children's and adult services, including developing clear pathways and ensuring continuity of care for individuals who may otherwise fall between service thresholds.
11. Identify and respond to safeguarding concerns, including exploitation, domestic abuse, criminal activity, homelessness and associated vulnerabilities, adhering to Early Break policies and relevant local and national safeguarding procedures.
12. Support young adults to achieve improved outcomes relating to substance use, physical and emotional wellbeing, stable accommodation, education, training and employment, and reduced criminal justice involvement.
13. Work proactively with young adults who are at risk of entering or becoming further involved in the criminal justice system, supporting early intervention and diversion where appropriate.
14. Support young adults involved in the criminal justice system to engage with relevant interventions, including probation requirements, rehabilitation opportunities and community-based support.
15. Contribute to the development, implementation and review of referral pathways between Early Break, Enhanced Live Well partners and wider services across Bury.
16. Work collaboratively with other Enhanced Live Well Navigators and partner organisations, contributing to a coordinated multidisciplinary approach to supporting individuals with multiple and complex needs.
17. Maintain accurate, timely and comprehensive case records using agreed Early Break systems, ensuring compliance with data protection requirements and organisational expectations.
18. Contribute to agreed monitoring and reporting requirements, including NDTMS submissions where applicable, project KPIs, outcomes monitoring, case studies and demographic information.
19. Identify gaps, barriers and emerging themes within existing service provision and contribute to service development, partnership discussions and continuous improvement throughout the pilot.
20. Adhere to Early Break policies on Safeguarding, linking to local and national policies and guidelines contributing as the role of Lead Professional as and when required
21. Record and report all required client information, using the Company's agreed database system in line with service expectations and the legal framework of Data Protection
22. Maintain and update levels of knowledge and understanding of issues relevant to young people through training offered by Early Break and other agencies, as opportunities arise
23. Contribute to the charitable aspect of the service including social media and charitable fundraising activity

Key Knowledge, Skills and Experience

Key knowledge

- Hold a relevant professional qualification e.g. in Emotional Wellbeing, social work, teaching, youth & community work, counselling, substance use.
- Knowledge of the range of different substances, their effects and the risks this may pose
- Knowledge of Children and Families thresholds, inc. safeguarding, youth justice and the Hidden Harm agenda as some examples
- Good understanding of, and the ability to communicate with others about, the Early Break philosophy and theoretical basis as an organisation and its underpinning values when in role.

Key skills

- Ability and understanding to be a "fearless presence" in your work.
- Ability to provide training/information sessions for colleagues.
- Ability to network and influence effectively with other workers from a range of services.
- Skills and ability to review, record and report on work undertaken.
- Well-developed interpersonal and relationship building skills, including the ability to form effective working relationships.
- Excellent communication skills, both written and verbal, and including computer literacy.
- Well-developed organisational skills in managing deadlines, timetables, multi-tasking and setting priorities, taking responsibility for own time management.
- Ability to manage risk in your role with those you engage

Key experience

- Experience of work with young people and/or adults around emotional wellbeing and/or substance use and related issues.
- Experience of working with children or/and young people in a face-to-face setting
- Experience of working with vulnerable and hard to reach young people
- Experience of assisting individuals to identify their requirements and priorities, identify explore and assess. Helping individuals to develop implement and review a SMART action plan

Along with all Early Break workers you will, in the course of normal activities:

- Contribute to the maintenance of an ethos in which all workers, clients and all in contact with Early Break are valued and shown respect.
- You will uphold our excellent service reputation through “living” our agreed service values
- Contribute to a culture of peer-to-peer challenge and support as well as the development of both individual and the service “professional curiosity”
- Ensure that Early Break is represented in a professional manner at all times
- Represent the service at relevant meetings, nationally, regionally and locally as required and appropriate
- Be a creative force in Early Break by assisting in the development of new ideas and initiatives, where appropriate
- Engage in the Early Break Personal Development Plan framework that sets out training, line management and support network opportunities
- Ensure that all service Policies and Procedures are read, understood and adhered to and contribute to reviews of Policies and Protocols where required
- Actively contribute to maintaining excellent standards at all points as set out in the Early Break Clinical Governance Framework
- To contribute to the implementation of a robust Equal Opportunities/Anti-Discriminatory Practice framework for the Service.
- You will be a service “marketeer” delivering on our social media aspirations offering information about Early Break as opportunities arise, referencing the service offer with confidence.
- You will have an ability to offer training/presentation specific to your role
- Engage in the opportunities of ongoing reflective practice within service including Supervision, Buddy offer and wider offers
- Undertake Health and Safety responsibilities, as is the case for every Service worker and as designated by the Chief Executive and Line Managers
- To undertake any additional duties as directed by, and negotiated with, the Chief Executive

Key Competencies and Qualities that will feature in your Personal Development Plan

Competency	Criteria
Personal Impact	• Recognise the impact of own words, actions and personal presentation on others • Respects and appreciates individual and cultural differences • Acts with integrity and builds trust • Takes time to listen and consider views of others
Commitment to Early Break Values	• Presents a consistent and positive image of the business both internally and externally • Ensures personal behaviour upholds the image of the business
Flexibility	• Accepts that a role will be one of continuous change • Keen to develop new approaches in light of changing business circumstances • Accepts that the role is varied • Acts as a change agent to implement and seek acceptance of change
Entrepreneurial Thinking	• Open minded in considering new opportunities for business development • Challenges the status quo and applies “out of the box” thinking
Self Development	• Approaches feedback as suggestions for development rather than personal attacks • Develop the skills and insight to become a reflective practitioner in own area of expertise • Identifies new areas for learning and applies learning to improve business performance

Developing Others	• Helps others to evaluate their own performance through the Early Break consultancy model • Provides reflective and effective feedback to others
Fearless Presence	• Brave enough to take the lead on an approach even if that means standing alone to do so • Not afraid to voice opinion despite collective opposition • Will take a chance based on calculating the level of risk involved • Will be a challenging supportive voice for the “unheard” – be it client or colleague

Early Break Values

Trustworthy

We are a reliable, consistent presence for our clients, conducting ethical business with all stakeholders

Accountable

We work with openness and transparency ensuring our excellent standards are upheld and open to scrutiny

Fair

We act with integrity, ensuring that people we encounter are treated with respect. We embrace the diversity of our communities and strive to make our offer equal for all.

Collaborative

We believe that working effectively with others serves to strengthen available resources and improve outcomes

Innovative

We are both forward thinking and morally creative in our work, with a desire to continually improve our services

Compassionate

Because we care, we take a fearless yet respectful presence in our professional commitments