



## Job Description and Person Specification Team Leader (Mast Service)

**POST:** Team Leader (Mast Team)  
**LOCATION:** Keighley/Bradford  
**GRADE:** 5; Salary: £28,917  
**HOURS:** Full time, 35 hours per week  
**Contract:** Fixed-term contract until 31<sup>st</sup> March 2026 (in the first instance)

### **Purpose of the Job:**

- To supervise, lead and support a team of recovery, support, or group workers.
- To directly intervene with people who use our services in a one-to-one group setting to help them to address their problematic alcohol or other drug use.
- To provide support in the community for individuals and families with the aim of helping them to make the positive lifestyle changes that will aid their recovery.
- To support and signpost individuals and families to engage with other supportive services

### **Main Duties**

- Support and formally supervise team members
- Ensure that your team are supported to follow procedures and protocols
- To support the health and wellbeing of your team
- To review and assess the needs of the people who access our services with an alcohol or other drug problem within a variety of settings
- To support people who use our services to improve general health, including dietary needs, and personal hygiene
- To support people who use our services to improve their social situation, including assistance with housing, benefits, accessing community services and budgeting.
- To work with people who use our services to remove any structural and social barriers to accessing treatment services
- To support individuals and families to access appropriate treatment and recovery services.
- Keep accurate and confidential records including supervision and training records.
- Produce relevant documents and reports in support of the role
- Work with colleagues to develop and improve services delivered.
- Attend and contribute to meetings with other staff and partners

Project 6 is committed to being a safe, healthy, and non-discriminatory employer. You will need to abide by and role model our code of conduct, health and safety and HR Policies.

### **Post Specific Duties:**

**This post is focussed on leading a team that is: (select as appropriate)**

Other specific duties:



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### Post Specific Duties:

- Lead contact for Project 6, working in a multi-agency team supporting patients in a hospital setting
- To lead the wider operational MAST team within Airedale General Hospital
- To represent Project 6 and Mast at key, senior level meetings
- Supervision and management of Mast Team members

### PERSON SPECIFICATION

Listed below are the knowledge, experience skills and values you'll need to do this job, we will assess these through your application or through tests or interviews after shortlisting.

Knowledge	Method
N/SVQ level 3/degree in Health and Social Care or significant equivalent experience. Or Qualification in substance use treatment/support or significant relevant experience.	Application
Practical Knowledge of the challenges facing people who have difficulties relating to drug or alcohol use	Application Assessment
Experience	
A minimum of one year's experience of working with people individually or in groups with alcohol issues or personal lived experience.	Application
A minimum of one year's experience of providing therapeutic services to people experiencing difficulties with their use of substances.	Application and Assessment
Effectively using technology to manage a caseload and support individuals	Application
Experience of managing at least one other person	Application
Skills	
Ability to effectively manage conflict	Assessment
Ability to prioritise and support a complex caseload	Assessment
Effectively supervision and leadership skills	
Values	
A firm belief that all people matter	Assessment
An evidenced belief that everyone can change	Assessment
A track record of delivering on your commitments	Assessment
A personal commitment to equality, diversity and Inclusion	Assessment

### ROLE SPECIFIC ATTRIBUTES

	Experience of working in a clinical environment such as a hospital or GPs surgery	Assessment
	Experience of working with Pregnant women	Assessment
	Experience of working with groups who need support with alcohol or drug use	Assessment

### OTHER SPECIFIC ATTRIBUTES

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