



## **About Surrey Drug and Alcohol Care**

Surrey Drug and Alcohol Care (SDAC) is a limited company and registered charity. It has a free phone telephone number and all the services it provides are free of charge. In 2011 we were delighted to be the recipient of the Queen's Award for voluntary work, which recognises the vitally important work that our helpline volunteers do.

The charity is managed by a Chair, Vice Chair, Treasurer and Board of Trustees. The position of Coordinator is contracted in. The Trustees take on additional roles, such as a Marketing Lead and Outreach Lead. Other members of the Board take an active role in fund raising activities or other required functions.

### **Telephone Helpline**

The charity provides a confidential free helpline number that is available 24 hours a day, 365 days a year giving support, information, guidance and signposting to drug and alcohol users, their friends and families and those with mild to moderate mental health concerns within Surrey. The service also assists professionals and other organisations with signposting to services or treatment providers.

The telephone line is staffed by a team of up to 40 volunteers, all of whom are trained by the charity in listening skills, the effects of drugs and alcohol, mental wellbeing and the follow-on services that can be offered to people wishing to get help. The volunteers can refer callers into treatment services within 7 days and significant others into counselling services. They are ready to receive calls at any time of the day or night for 365 days of the year, thereby providing a continuous service for those in need of help with addiction problems or struggling with mental health.

As the helpline is advertised on the SDAC website and social medial platforms, it is also available to callers outside of Surrey and advice and direction to their local services can be provided.

An SMS service for clients who suffer from hearing difficulties is accessible between the hours of 9am to 2pm Monday to Friday.

In 2019-2020 we received over 900 calls for help and referred 200 people into treatment of which 86% successfully engaged.

The helpline is primarily funded by Surrey County Council (SCC).

### **Telephone Counselling Service (TCS)**

In 2010 SDAC became the first organisation in Surrey to operate a Telephone Counselling Service. A team of professional British Association for Counselling and Psychotherapy Registered Counsellors staff this free of charge service.

The client base for TCS often includes those who are deemed hard to reach, due to disabilities, non-attendance at walk in services, people in rural areas without access to suitable transport, those with child care issues or high-profile users. TCS offers people with substance misuse dependencies and their families a 12-session programme of counselling. Referrals can be made directly through the SDAC helpline or through their GP or other local agencies.

Many mainstream mental health agencies will not engage with people who are still using substances and our service may be their only option for support. People with drug or alcohol problems often have other needs which have a high impact on public services. These may include domestic violence and family breakdown leading to the intervention of Social Services, criminal activity requiring the involvement of Police, Courts and Probation and additional calls on the NHS and adult social care resources.

In 2020 TCS piloted a bespoke and intensive telephone Boot Camp (BC) recovery programme. It now forms part of the services offered by SDAC and its success led to a weekly Boot Camp Recovery Group (BCRG).

Funded by SCC, TCS will launch a pilot Drug Related Death counselling service in Spring 2021.

TCS is funded by private donations and awards from local trusts and businesses.

## **Outreach**

SDAC has an outreach programme providing educational talks or workshops for schools, colleges and other community groups such as Scouts, rugby clubs. We are constantly working on developing this service and will hold a Young People's Festival in July 2022 which will include interactive and creative workshops around drugs and alcohol and mental wellbeing and outdoor activities. This will be available to PRU's and schools in Surrey.

Outreach is funded by private donations and awards from local trusts and businesses.

## Role Description

This job description has been written in respect of the company's Memorandum of Articles of Association April 2018 and Being a Company Director Guidance – Companies House October 2018. A Director is appointed following the charity's recognised recruitment process and the position is confirmed by election at the next general meeting of members of the charity. The position is on a three yearly rotation and if willing may be re-elected for further terms.

**Before being elected as Chair, you will need to work closely with the Interim Chair and attend Board meetings for 12-18 months, so you can understand the workings of the charity.**

<b>Job title:</b>	Chair – Voluntary position
<b>Responsible to:</b>	Board
<b>Time commitment:</b>	Approximately 10 hours a week
<b>Overall Purpose:</b>	Provide leadership and direction to trustees in fulfilling their responsibilities of governance and strategic direction of the charity. To work in partnership and to support contractors and volunteers helping them to achieve the aims of the organisation.
<b>Main duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>• Ensure the charity is run in accordance with the governing document, charity law, company law and that the decisions of the Board and any other appropriate legislation or regulations are upheld.</li> <li>• Ensure the charity pursues its objects as defined in its governing document.</li> <li>• Ensure the Board as individuals and as a whole are aware of their roles and responsibilities.</li> <li>• Leading and taking responsibility for the Board in the development of strategic plans and ensuring that it operates efficiently.</li> <li>• To lead the trustees in setting clear organisational vision, aims and objectives and overseeing the organisation working towards fulfilling them.</li> <li>• Provide support to other trustees in their roles and ensure the performances of trustees are regularly evaluated.</li> <li>• Work in partnership with the Vice Chair, Treasurer, Company Secretary, TCS Team Leader and Coordinator to ensure Board decisions are acted upon.</li> <li>• Leading and responsible for ensuring income streams from all sources are sufficient to carry out SDAC's chosen activities. If insufficient funds lead on moderating activities in conjunction with the Board.</li> <li>• Working closely with the Treasurer to formulate the budget, P&amp;L, and monthly data.</li> <li>• Manage Coordinators role and responsibilities.</li> <li>• Writing reports including bid writing for tenders and trustee's report for the annual SORP. Assisting with other reports as required.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensuring adequate communication exists between trustees, contractors and volunteers.</li> <li>• Chairing and setting agendas for monthly Board meetings and yearly AGM.</li> <li>• Attend monthly sub group meetings for finance and marketing.</li> <li>• Attend quarterly performance review meetings with Coordinator and Senior Public Health Lead for Surrey County Council and monthly Treatment Provider Group meetings.</li> <li>• Attend first training session of potential Helpline Volunteers (approximately twice a year).</li> <li>• Allows everyone an equal voice and takes all views into account.</li> <li>• Approve minutes of Board meetings.</li> <li>• Ensure confidentiality is respected.</li> <li>• Be an ambassador/public face of the charity and being informed and prepared to represent the organisation at external meetings or events.</li> <li>• Actively seek new opportunities and pathways to reach out to vulnerable residents of Surrey and Borders.</li> <li>• In conjunction with Treasurer, ensure that income streams from all sources are sufficient to carry out SDAC's chosen activities.</li> <li>• Be prepared to seek external help for the development and management of the charity.</li> <li>• Responsible for own secretarial work.</li> </ul>
<p><b>Person Specification</b></p>	<ul style="list-style-type: none"> <li>• A commitment to the mission of SDAC to relieve sickness caused by substance misuse and those struggling with mental health.</li> <li>• Proven experience of chairing/vice-chairing a charity and good understanding and knowledge of charity governance, particularly legal duties and trustee responsibilities.</li> <li>• Experience of working within the community and in a voluntary organisation.</li> <li>• Ability and skills to Chair a meeting objectively.</li> <li>• Ability to lead an organisation.</li> <li>• Ability and commitment to give the minimum hours per week.</li> <li>• Exemplary professional integrity.</li> <li>• Sound independent judgement.</li> <li>• Ability to think creatively.</li> <li>• Excellent communications skills particularly tact, diplomacy and listening.</li> <li>• Ability to work as part of a team, whilst also leading.</li> <li>• Ability to send and receive emails and possess basic IT skills including use of Microsoft Office.</li> </ul>