



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 board of trustees. The position of Coordinator is contracted in. The trustees take on additional roles, such as a Marketing Lead and Financial 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 9am to 9pm Monday to Friday 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 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. There is a voicemail facility for out of hours. In November 2022 we introduced an SMS service and webchat facility, available during opening hours, to reach more people.

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.

In 2021-2022 we helped 1272 people and referred 255 people into treatment of which 82% 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 recovery programme. It now forms part of the services offered by SDAC and its success led to a weekly Boot Camp Recovery Group (BCRG).

In 2021 TCS launched a pilot Drug Related Death and Non-Fatal Overdose counselling service, funded by SCC and again this led to fortnightly Zoom groups.

TCS 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 Trustee/Director 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.

No one may be appointed a director if he or she would be disqualified from acting under the provisions of article 39 (Disqualification and removal of directors).

Job title:	Trustee (voluntary position)
Responsible to:	Board of trustees
Location:	Ideally Surrey as meetings often held in Guildford
Time commitment:	Approximately 4 to 10 hours a month Attend yearly AGM and other meetings as required
Overall Purpose:	To take an active role in the charity activities. Responsible for governance, safeguarding and strategic direction of the charity with other board members. To work in partnership and to support contractors and volunteers helping them to achieve the aims of the organisation.
Main duties and responsibilities:	<ul style="list-style-type: none"> • 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. • Ensure the charity pursues its objects as defined in its governing document. • Work within SDAC's Safeguarding Children and Adults policies at all times. • Assisting with the development of strategic plans and ensuring the charity operates efficiently. • Assisting in setting organisational aims and objectives and setting priorities. • Supporting other trustees in their roles. • Assisting with reports and being responsible for own secretarial work. • Attending and actively participating in monthly Zoom board meetings on a Tuesday from 6.30 to 8.30pm and yearly AGM. • Seek out new opportunities to work with vulnerable residents in Surrey to promote the success of SDAC Ltd. • Take delegated roles/tasks for the Board as discussed and agreed with the Chair and report back to the Board. • Ensure the charity's confidentiality and safeguarding policies are adhered to with regards to the management of the charity. • Attending in person meetings with volunteers in Guildford.

Person Specification

- A commitment to the mission of SDAC to relieve sickness caused by substance misuse and those struggling with mental health.
- Previous experience of being a trustee or Company Director would be useful, but not essential.
- Ability to work in a way that promotes the safety and wellbeing of children and adults.
- Good understanding and knowledge of charity governance would be useful.
- Preferably having worked within the community or with a voluntary organisation.
- Ability and skills to contribute objectively to board meetings.
- Ability and commitment to give the minimum hours per month.
- Exemplary professional integrity.
- Respectful communication at all times.
- Sound independent judgement.
- Ability to think creatively.
- Excellent communications skills particularly tact, diplomacy and listening.
- Ability to work as part of a team.
- Ability to send and receive emails and possess basic IT skills including use of Microsoft Office.

A link to the Safeguarding Children and Adults policies and Equal Opportunities Policy can be found on our website www.surreydrugandalcoholcare.co.uk