

JOB DESCRIPTION

Substance Use Officer

Summary: The Substance Use Officer will support delivery of the Commission's work on alcohol, tobacco, nicotine products, drugs and emerging substances of concern, contributing to a coordinated programme of prevention, early intervention, harm reduction and community-based support.

Substance use is a key driver of ill health, inequality and social harm across the Bailiwick. Addressing this requires evidence-informed, community-based and system-wide approaches. Working with the Substance Use Lead, the post holder will play a central role in designing, delivering and evaluating a range of evidence-informed initiatives, including public awareness campaigns, education projects and community-based interventions, across workplaces, education settings, the private sector, community groups and health and care services, helping to reduce harm, address inequalities and create healthier environments.

Organisation: The Health Improvement Commission for Guernsey and Alderney LBG. We are a third sector organisation with a mission to enable, empower and encourage healthy living in the Bailiwick. We are commissioned by the States of Guernsey to deliver actions in the Healthier Weight Strategy, Combined Substance Use Strategy, Integrated on Island transport strategy and Active8 Plan for Sport. We also deliver Bailiwick Social Prescribing. www.healthimprovement.gg.

Job Title: Substance Use Officer.

Reports to: Substance Use Lead.

Liases with: The post holder will work closely with:

- The Health Improvement Commission's Substance Use Lead
- Health Improvement Commission teams including Social Prescribing and Communications
- Public Health and Health Intelligence
- Delivery partners including community services, statutory services, education settings, community organisations and charities, workplaces, primary and secondary care, and Bailiwick Law Enforcement
- Workplaces, community clubs and groups, event organisers and sport venues
- Multi-agency forums and community stakeholders

Hours: Up to 30 hours per week, subject to negotiation.

Salary range: £36,000 - £40,000 (pro rata), depending on experience

Job Purpose: To support delivery of the Commission's Substance Use workstream through the development and implementation of community-based, evidence-informed initiatives across a range of substance use areas.

The role will focus on practical delivery, including campaigns, community engagement, partnership working and supporting access to services. The post holder will work independently and as part of a small team, creatively and with a range of settings to reduce harm, change behaviours and improve outcomes, with a strong emphasis on addressing inequalities and reaching populations at greatest risk. The Substance Use Officer will contribute to the design and



delivery of interventions informed by behaviour change principles and local insight, including engaging communities in co-production and ensuring lived experience informs activity. They will also support monitoring and evaluation to inform continuous improvement.

Closing Date: Wednesday 14th October 2026

Contact: Applications (to include a covering letter and CV) should be emailed to Lucy Cave (Lucy.Cave@healthimprovement.gg) Telephone 01481 210423.

Main Duties & Responsibilities

1. To support the development, delivery and evaluation of evidence-informed substance use initiatives across Guernsey and Alderney, including projects relating to alcohol, tobacco, nicotine products, drugs and emerging substances of concern.
2. To deliver prevention, early intervention and harm reduction initiatives using behaviour change principles and across a range of settings including education, workplaces, private sector and community organisations, health and care services.
3. To help create and promote environments, policies and practices that reduce substance-related harm and support healthier behaviours.
4. To work with education settings to support delivery of substance use education and other school-based initiatives, in liaison with relevant partners
5. To engage with local communities and use community insight to understand local needs, barriers and motivators relating to substance use behaviours, ensuring activities are responsive to local priorities.
6. To identify, review and apply local, national and international evidence, research and best practice to inform the design and delivery of interventions and activities.
7. To support the design and delivery of public awareness campaigns, events and promotional activities on substance use topics, working closely with the Communications Officer and partner organisations.
8. To develop and disseminate clear, accurate and evidence-based information through a range of channels, including presentations, websites, social media and community engagement activities.
9. To contribute to workforce development by supporting the delivery of training, resources and briefings for professionals, volunteers and partner organisations.
10. To use and promote evidence-based, trauma-informed and stigma-reducing approaches across substance use-related activities and settings.
11. To collect, analyse and use local data, evidence and community insight to inform the targeting, monitoring and continuous improvement of projects and interventions.
12. To manage project budgets and identify opportunities for external funding, sponsorship and in-kind support in accordance with Commission procedures.
13. To undertake relevant training and professional development; work in accordance with Commission Policies, Procedures and Standards; and comply with the principles contained within the Data Protection (Bailiwick of Guernsey) Law 2017 concerning confidentiality, information governance and data protection.



PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications, education and training	1. Good standard of education	1. Training in substance use, harm reduction or behaviour change. 2. Degree in a related subject (e.g., Public Health, Psychology) or equivalent
Experience	1. Experience of working in a relevant topic or skills-based area (e.g., community development, with young people, health, mental health) 2. Working collaboratively with a wide range of stakeholders (e.g. government, health services, education, charities, community organisations, private sector) 3. Developing and delivering projects in a community or public health context	1. Working within substance use, addiction or related public health fields 2. Experience in addressing health inequalities 3. Working with evidence-based approaches 4. Presenting to a range of audiences / providing training
Skills and abilities	1. Ability to work with high standards and accountability in a small team and independently 2. Ability to plan, prioritise and varied projects involving different partners 3. Strong written and verbal communication skills for a range of audiences 4. Partnership working & the ability to engage, inspire and motivate others / organisations 5. Competent use of Microsoft Office and digital tools	1. Skills in developing and delivering public creative yet evidence-based health campaigns and communications 2. Experience of event planning and delivery 3. Experience of data collection, analysis, interpretation and evaluation 4. Use of generative AI in an organisational setting 5. Engaging with media
Knowledge	1. Understanding of health improvement approaches 2. Community engagement / creating partnerships to make positive community change	1. Knowledge of substance use, including prevention, treatment and harm reduction approaches and developments in the field 2. Understanding of the wider determinants of health and health inequalities 3. Understanding of behaviour change approaches in public health
Other	1. Commitment to the values and mission of the Commission 2. Willingness to undertake training, learning and continuing professional development 3. Willingness to work flexibly, including occasional evenings or weekends 4. Ability to travel across Guernsey and Alderney 5. Enhanced DBS check (or equivalent)	



Guaranteed Interview Scheme

The Health Improvement Commission takes a positive approach to inclusive hiring. We guarantee to interview anyone with a disability whose application meets the minimum criteria for the post. By 'minimum criteria' we mean that you must provide us with evidence in your application which demonstrates that you meet the level

of competence required to perform the functions of the job, as well as meeting the qualifications, skills, experience and knowledge defined as Essential.

Please indicate on your Cover Letter, application, or by contacting us using the details above if you would like to apply under the Guaranteed Interview Scheme.

Our [Privacy Notice](#) can be found on our website.

