



JOB DESCRIPTION

POSITION: Advocacy Worker – General Advocacy Project

LOCATION: Forth Valley

HOURS: Full time - 35 hours

SALARY: £25500 - £28500 depending on experience

ACCOUNTABLE TO: Manager

Central Advocacy Partners delivers independent advocacy support to vulnerable people with learning disabilities/difficulties, and or autism living in Falkirk, Stirling or Clackmannanshire; empowering them to express their views and choices, ensuring people understand information, can make more informed decisions, and engage positively with services. In line with our values and principles, as an Advocacy Worker you will ensure that people are involved in decisions that affect their lives, access peer support, increase their social networks and build resilience. You will provide independent advocacy that is strengths led, person-centred, and relationship based.

We refer to the people we work with as Advocacy Partners, promoting an equal balance of power between the Advocacy Worker and the person needing a voice.

JOB PURPOSE:

As a General Advocacy Worker, you will work across either in Falkirk area or Stirling/Clackmannanshire. You will provide 1 to 1 independent advocacy to people with learning disabilities/difficulties and or autism.

You will engage with partners in a consistent and non-judgemental way. You will support partners to understand complex formal processes and to increase their participation. You will support other agencies to improve their accessibility for learning-disabled people.

Core Tasks

- To support partners plan for and achieve their personal outcomes.
- Understand their care and support options, participate in meetings concerned with their care, and have more control over the decisions being made.

- Have their views heard by professionals.
- Access relevant services.
- Understand risk and safety options.
- Help them access peer support and increase their social networks.
- To work with other service providers, to respond more effectively to the needs of learning disabled/autistic people.
- Facilitate communication within and among other service providers and systems.
- Share our practice experience in local and national forums.
- Promote clear referral pathways with other organisations.
- Support advocacy partners to engage with CAP groups and external organisations to ensure their lived experience is reflected in policy and practice.
- Engaging in a non-judgemental way with partners and professionals.
- Taking time to develop trusting relationships.
- Making sure partners understand what is happening, particularly about any formal process and increase their participation.
- Making sure partners are safe and helping them stay safe in the future.

Service Development

- To keep accurate up to date records, write reports and ensure outcomes match funders expectations
- To promote and raise awareness representing the charity, its services and the project
- To network effectively with partner agencies and funders and always present a positive image of Central Advocacy Partners and the project
- To Support and assist in the work, growth and development of the charity by participating and contributing to AGM, Business Planning - PATH Days. Funding applications etc.

Professional Development and Teamwork

- To prepare for and participate in supervision and professional development reviews
- To undertake training and development opportunities aimed at increasing professional development
- To feedback on learning opportunities
- To contribute to the provision of learning and development
- To attend any forums locally and nationally identified as appropriate to the charity/project
- To provide a voice and represent the charity/project at a strategic level
- To participate in appropriate consultations relevant to the charity/project

Conduct

- To maintain confidentiality

- To work as part of the team, sharing relevant information and supporting and encouraging colleagues
- Actively participate and contribute to team meetings
- Take responsibility for working within the policies, procedures, and protocols of the charity

General

- Achieve the highest standards of safeguarding and report concerns appropriately
- Be familiar with and comply with Health and Safety policy and procedure and act accordingly re risk
- Undertake such other duties that may arise for the benefit of the charity
- Promote equality and diversity and link with local/national equality and diversity frameworks to ensure best practice and inform and develop appropriate action plans

Accountability

- Reporting to the Manager and accountable to the Board of Directors and Members Committee
- Supervision is seen as an effective support and development system, is geared to the needs of the individual and will usually take place at least every 6 weeks

CENTRAL ADVOCACY PARTNERS - PERSON SPECIFICATION

Advocacy Worker – General Advocacy Project	Essential	Desirable
Qualifications		
Qualification in Health and Social Care, social sciences, information and advice		X
Experience		
Experience of Independent Advocacy		X
Experience of working with vulnerable people - learning disabilities, difficulties, autism		X
Experience of working with people who have experienced domestic abuse/GBV		X
Experience of working in health and social care/third sector		X
Experience of positively contributing to effective team working	X	
Demonstrated capacity to work on own initiative	X	
Experience of liaising/working with other agencies	X	
Experience of working with evaluation processes, monitoring, and writing reports		X
Experience of supporting and facilitating groups		X
Skills and attributes		
Ability to manage workload efficiently	X	
Excellent interpersonal and communication skills	X	
Effective planning and organisational skills	X	
Ability to demonstrate a positive approach to problem solving	X	
Competent use of IT packages - word, excel, email, internet	X	
Ability to work remotely and face to face	X	
Proficient in presentation skills		X
Effective time management	X	
An ability to build positive relationships and engage with partners	X	
Ability to review and reflect on personal practice	X	
Ability to work collaboratively and flexibly to meet the needs of the charity		X
Commitment to the growth and development of the charity by contributing to AGM, PATH - Business development, Funding applications etc.	X	
A willingness and enthusiasm to learn by undertaking training and professional development opportunities	X	
Knowledge		
Knowledge & awareness of domestic abuse/ capacity to acquire understanding		X
Understanding of issues/barriers affecting vulnerable people	X	
Understanding equalities and human rights issues affecting vulnerable people	X	
Knowledge and understanding of relevant legislation and best practice in relation to Safeguarding, Adult Protection, Child Protection, Domestic Abuse, GBV		X
Understanding of trauma as experienced by vulnerable people	X	
Understanding statutory sector structures		X
Knowledge of legislation relevant to independent advocacy		X
Knowledge of variety of communication tools		X
Values & Attitudes		
Commitment to diversity, equality, human rights, and inclusion	X	
Demonstrated commitment to principles of empowerment	X	
Understanding of principles, standards, and benefits of independent advocacy	X	
Non- judgmental approach	X	
Have a positive, enthusiastic and healthy approach to work - evidence the ability to value and support teamwork	X	
Be passionate about enhancing knowledge, skills and behaviour	X	
General		
Flexibility to work from office base, remote and home locations	X	
Full clean driving license and access to own car for work purpose		X
Apply for PVG Scheme membership - adults and children	X	