**JOB DESCRIPTION**

**Job Description and Personal Specification**

# POST TITLE: Citizen Advocacy Development Worker

SALARY: £ 15,445 (FTE: £25,742)

HOURS: 21hours per week (core hours 9-5)

ANNUAL LEAVE: 156 hours (FTE: 25 days plus 12 Public Holidays)

PENSION: Auto Enrolment Pension Scheme (Employer 9.4% & Employees 5%)

# REPORTS TO: Interim Citizen Advocacy Manager

LOCATION: Based at office, with travel throughout Angus and Tayside (Option for Hybrid working)

## **Qualification and job purpose**

Angus Independent Advocacy (AIA) are looking for a person who has experience or an interest in supporting volunteers and has a passion in ensuring the voices of people experiencing mental ill health are heard and taken into account. The candidate will also have experience of supporting individuals with mental ill health.

This post is classed as [Regulated Work](https://www.mygov.scot/pvg-scheme/types-of-work-covered-by-pvg/) and requires the successful candidate to apply for membership of the PVG Scheme.

**This will be achieved by:**

* working with partners and citizen advocates in line with the Scottish Independent Advocacy Alliance [Independent](file:///N:\Principles%20and%20Standards%20Nov%202018\SIAA_Principles_Standards_Best_Practice_report_2019.pdf) Advocacy: Principles, Standards and Codes of Best Practice
* working within Angus Independent Advocacy’s (AIA) [values](file:///N:\Policies%20Procedures%20and%20Risk%20Assessments\Policies\Mission%20and%20Values%20Statement.docx) and aims
* managing your workload efficiently in accordance with the policies and procedures of AIA
* working as an individual, but also as part of a team
* developing your skills by identifying opportunities for learning

Use networking techniques to create links with appropriate individuals and groups (statutory and voluntary) to raise awareness of citizen advocacy and identify potential advocacy partners

* Gain a broad understanding of the advocacy partners’ circumstances: whom they are, their needs, wishes and wants, with a view to identifying individual advocacy requirements
* Identify potential citizen advocates through a person-centred networking approach
* Develop and deliver learning opportunities for citizen advocates so they gain a full and in-depth understanding of the principles of independent advocacy (in particular citizen advocacy)
* Create and match citizen advocacy partnerships.
* Provide ongoing support to citizen advocacy partnerships
* Organise and deliver partnership events
* Use positive and inclusive communication underpinned by the Social Model of Disability and Human Rights Based approach
* Build and maintain relationships with individuals based on mutual respect, dignity and honesty
* monitoring progress towards specific project targets and outcomes
* Report to the Development Manager/ Steering Group/Chief Officer/Board of Directors as and when required

**Self-management**

* take responsibility for implementing policies, procedures and protocols of AIA
* develop resilience strategies
* take responsibility for personal safety in and out of the office according to AIA’s procedures
* present a positive image of Independent Advocacy and AIA at all times
* critically reflect on practice
* take ownership of own learning and development
* work within the ethos and [values](file:///N:\Policies%20Procedures%20and%20Risk%20Assessments\Policies\Mission%20and%20Values%20Statement.docx) of the organisation
* undertake any other duties as reasonably requested by the Line Manager

# **Training, support & supervision**

# The Citizen Advocacy Manager will provide ongoing support. The post holder will identify their own learning needs and participate in identified learning opportunities when required.

Other duties

This job description is a broad picture of the post at the date of presentation. It is not an exhaustive list of possible duties, and it is recognised that posts change and evolve over time. Consequently, this is not a contractual document, and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the post.

# **PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **EXPERIENCE** | **Essential** | **Desirable** |
| Experience of working alongside people with mental health illness | **X** |  |
| Experience of providing independent advocacy |  | **X** |
| Experience of recruiting and supporting volunteers |  | **X** |
| Experience of developing and delivering awareness raising/learning opportunities | **X** |  |
| Current experience of health and social care structure and services | **X** |  |
| Experience of creating and maintaining networks | **X** |  |
| Full driving licence and access to own car | **X** |  |
| Educated to degree level (or equivalent) |  | **X** |
|  |  |  |
| **KNOWLEDGE/UNDERSTANDING** |  |  |
| An understanding of disability issues and social inclusion | **X** |  |
| An understanding of the issues concerning people who require independent advocacy | **X** |  |
| A commitment to the principles of independent advocacy (particularly citizen advocacy) | **X** |  |
| Practical understanding of the theories that underpin Independent Advocacy and apply this to work (Social Model of Disability and Human Right Based Approach) |  | **X** |
| An understanding of the relevant legislation that may affect the people we support or a willingness to learn:   * Adult Support and Protection (Scotland) Act 2007 * Adults with Incapacity (Scotland) Act 2000 * Mental Health (Care and Treatment) (Scotland) Act 2003 | **X** |  |
| Knowledge of the local communities in Angus |  | **X** |
| Demonstrable knowledge of independent advocacy |  | **X** |
|  |  |  |
| **ABILITIES/SKILLS** |  |  |
| High degree of written and verbal skills | **X** |  |
| Excellent IT skills, particularly Microsoft Office | **X** |  |
| Excellent organisation and administration skills | **X** |  |
| Networking and partnership working | **X** |  |
| Ability to work in a developing organisation | **X** |  |
| Good communicator | **X** |  |
|  |  |  |
| **PERSONAL QUALITIES** |  |  |
| Confidence | **X** |  |
| Good team member | **X** |  |
| A commitment to equality and social justice | **X** |  |
| Can use initiative | **X** |  |
| Approachable | **X** |  |
| Good listening skills | **X** |  |
| Reliable | **X** |  |
|  |  |  |
| **OTHER REQUIREMENTS** |  |  |
| Able to travel throughout Angus & Tayside and occasionally further afield | **X** |  |
| Ability to join the PVG scheme (AIA cover this cost) | **X** |  |