

## JOB DESCRIPTION / PERSON SPECIFICATION

<b>Post Title:</b>	Independent Advocate
<b>Salary:</b>	£21,712 per annum
<b>Responsible To:</b>	Chief Executive and Service Manager
<b>Base:</b>	Dumfries Head Office
<b>Holidays:</b>	27 days leave plus 9 public holidays (two of which are floating)
<b>Hours of Work:</b>	35 hours per week (Monday to Friday)
<b>Pension:</b>	A company pension is in place
<b>Terms:</b>	This post is initially offered for one year, but we are hopeful (and currently anticipate) that funding will continue long-term.
<b>Closing Date:</b>	6 <sup>th</sup> October 2023

### JOB DESCRIPTION

#### Job Purpose:

To provide independent one-to-one and collective advocacy to all types of referrals for Dumfries and Galloway Advocacy Service. The advocate's role is to empower clients to express their views, wishes and choices; you will ensure that clients remain as involved as possible in all decisions that affect their lives.

#### Job Activities:

- To manage a personal caseload.
- To deliver independent advocacy, ensuring that the highest standards are maintained and evidenced as appropriate.
- To be able to maintain accurate and up-to-date written information and records.
- To work to clearly defined objectives and specified targets, be familiar with work planning and effective time management.
- Keep up to date with current developments, legislation and research.
- To function at a high level of IT proficiency.
- To work on your own and as part of a team.
- Attend team meetings, supervision, and training sessions as directed or agreed.
- To work supportively, where appropriate, with volunteer advocates.

- To work under the SIAA Principles, Standards and Code of Best Practice, Dumfries and Galloway Advocacy Service Contractual arrangements, Policies and Procedures and the Law.
- To be able to work within clear codes of confidentiality.
- Provide written reports and service delivery information as required.
- To promote and raise awareness of the service.
- To carry out any other task reasonably requested to ensure the efficient running of the Company.

## PERSON SPECIFICATION

The post holder will be expected to have the following experience, skills & knowledge base and personal qualities.

Essential
Experience of, or understanding of the role of the independent advocate
Computer literacy and competence
Good communication and listening skills
The ability to work on one's initiative
To work co-operatively as part of a team
You must have a full driving licence and access to independent transport
The ability to prioritise
A high standard of literacy
Be able to manage challenging situations
Good record-keeping skills
Awareness of GDPR requirements and legislation
Good interpersonal skills

Preferred
Experience of working with adults at risk of harm or exploitation
An awareness of the needs of those affected by mental health problems or disorders
Knowledge of relevant legislation
Knowledge of local services
An understanding of the role of statutory services
Advocacy Skills

## POST SUMMARY

To work with people who meet the criteria for advocacy support within the region. Some of the work our service supports clients with are: Mental Health (Care and Treatment)(Scotland) Act 2003; NHS; Social Services; Education; Older People; Problematic Substance Issues; Autistic Spectrum Disorder; Unpaid Carers.

The post holder will have to be able to travel independently across the region for which expenses are paid. The post holder is NOT required to transport clients.

[www.dgadvocacy.co.uk](http://www.dgadvocacy.co.uk)



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