

Job Description

Post:	Advocate
Responsible to:	Service Manager
Hours:	Full time- 37.5 hours week
Location:	Ayr, South Ayrshire, Scotland

Circles Network Summary

Circles Network is a UK wide voluntary organisation renowned for building inclusive communities on the foundations of justice, advocacy, empowerment and friendships.

Working with people of any age who are isolated or at risk of isolation, this organisation has ground breaking expertise in the development of Circles of Support; Independent and Collective Advocacy; Person Centred Planning and Inclusion into the mainstream of life. Working in highly creative, entrepreneurial styles, we are dynamic and ever more determined to dream, dare and do.

Project Summary

The service shall provide advocacy for adults with lived or living experience of alcohol or drug use and/or family members affected by alcohol or drug use. The advocacy provision is rights based advocacy which will be provided by an advocate with a lived experience of recovery from drug or alcohol use. The service will be professional, independent and delivered in line with quality and service levels which are currently delivered through our South Ayrshire advocacy provision.

Job Summary

- To assist the Service Manager of Circles Advocacy, S.Ayrshire and colleagues to continue developing the advocacy project in South Ayrshire providing specific independent recovery based Advocacy with adults experiencing difficulties relating to alcohol or drug use.
- To provide direct, independent/collective/citizen advocacy to individuals experiencing mental health differences.
- To facilitate opportunities for inclusion, empowerment, advocacy, well-being for people using the service.
- To ensure that the ethos of the organisation and its values and beliefs are upheld at all times.

The Values of Inclusion

All the work carried out by Circles Network is underpinned by a strongly held set of values and beliefs known as the values of inclusion. This philosophy, where all people, regardless of ability, are seen to be citizens of worth, drives us in our mission to provide support.

- Everyone has a voice and the right to be heard.
- All people have dreams and aspirations.
- All people have capabilities and qualities.
- All people should have power and control over what they do now and in the future.
- The whole community can benefit from embracing diversity.
- All people should have the opportunity to lead ordinary and valued lives.
- All people have the right to live and be part of the community.
- All people need friendships and independent relationships; a natural support network.
- All means All.

Essential Tasks and Responsibilities

The main duties and responsibilities of the post are as follows:

- To provide independent advocacy to individuals, in compliance with the Mental Health (Care and Treatment) (Scotland) Act 2015 and other relevant legislation and guidelines including the Adults with Incapacity (Scotland) Act 2000.
- To maintain and operate within professional advocacy standards in accordance with advocacy guidelines and to ensure that all individuals are supported to advocate in their own right, including the safeguarding of rights relating to those individuals defined as not having capacity/insight.
- To promote awareness of statutory rights and resources available to the individuals using Circles Network support.
- To adopt flexible, person centred approaches to advocacy which meet the needs of each individual.
- To actively seek and identify ways in which to engage particularly vulnerable and isolated individuals.
- To maintain accurate and up to date records in a clear and concise manner with strict adherence to confidentiality and data protection policy.
- To source and provide relevant information on a range of services that the individual may wish to access.
- To contribute to the communication and planning processes within Circles Network through meetings, planning groups etc.
- To organise the administration of work undertaken ensuring efficient, data compliant and accurate filing.
- To ensure good time and productivity management.
- To produce and contribute to written reports on work relating to the service.
- Any other tasks commensurate with the work of the service in agreement with your line manager and the CEO.

Person Specification

The Person Specification describes the qualities that we will be looking for when selecting an applicant for the post. Use the Person Specification when you are completing the form to highlight your relevant skills and experience.

Essential Criteria

- Lived or living experience of issues directly relating to drug and alcohol dependency and recovery.
- To show sensitivity to the needs of and ability to build trust rapport with individuals utilising the project.
- Excellent communication skills including the ability to communicate using alternative methods of engaging with an individual.
- The ability to be respectful of and to uphold the rights of the individual in terms of their privacy, relationships and confidentiality.
- Skilled intervention and positive approaches to enable each focus person to develop their skills and grow in confidence.
- Ability to produce detailed reports in a clear and concise and professional manner.
- Skills and motivation to work effectively as an individual and as a member of a team, sustaining positive and consistent approaches.
- A good standard of education and training, preferably at degree level or equivalent.
- An understanding of relevant legislation, including the Mental Health (Care and Treatment) (Scotland) Act 2015 and the Adults With Incapacity (Scotland) Act 2000.
- A clear understanding of the social model of disability, the values of inclusion and equal opportunities, learning styles and their implications for how we communicate with one another.
- At least one year's experience of working with individuals with mental health differences or drug and alcohol related issues utilising person centred and safeguarding approaches.

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Website: www.circlesnetwork.org.uk

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- A flexible attitude towards working hours ensuring each individual you are working with receives full support, which may include some evenings and weekends.
 - Show attitudes which celebrate and respect difference and are tolerant towards individuals, your associates and other community members.
 - To behave with sensitivity, confidentiality, integrity and respect for all those you come in contact with in relation to this service.
 - Willingness to undertake ongoing personal development including training, regular supervision and appraisal.
 - Demonstrate a willingness to participate in and contribute to the ongoing development of professional quality monitoring systems, both within the service and Circles Network as a whole.
 - Ability to travel around the region, with some requirement to work unsocial hours and occasionally be away from home overnight.

Desirable Criteria

- A degree or equivalent qualification.
- An understanding of disability equality issues.
- Direct experience of providing advocacy.
- Experience in the field of working in a human service discipline- nursing, teaching, social work, care etc.
- Experience and knowledge of how to deal with conflict and perceived challenging behaviour.

