



# Job Description



<b>Job Title:</b>	Advocate
<b>Location:</b>	Moray
<b>Hours:</b>	22.5
<b>Responsible to:</b>	Service Manager
<b>Key working Relationships:</b>	Service Manager, Lead Advocate, Advocates, Partners, Wider Circles Network team

Our mission is to support disabled and disadvantaged people of all ages in transformational and empowering ways to live fulfilling and inclusive lives.

### About the organisation:

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

Our mission is to support disabled and disadvantaged people of all ages in transformational and empowering ways to live fulfilling and inclusive lives.

Our work is organised into four key segments:

- Circles Community
- Circles Advocacy
- Circles Equine
- Circles Academy

We are dedicated and passionate individuals who are committed to delivering the highest quality support with the values of inclusion at the heart of everything we deliver.

### 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.

We believe that:

- 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 in and be part of the community
- all people need friendships and independent relationships, a natural support network
- all means all

## **Summary:**

This role is to assist the Service Manager and colleagues to continue the development of the advocacy project. Provide direct, independent, collective, citizen advocacy to people who use the service.

Facilitate opportunities for inclusion, empowerment, advocacy and self-determination for people using the service.

Ensuring that the ethos of the organisation and its values and beliefs are upheld at all times.

## **Main duties and responsibilities:**

- To provide Independent Professional Advocacy, both instructed and non-instructed basis.
- Safeguard people who are vulnerable and discriminated against, or who services find difficult to support.
- Enable people to gain access to information, explore and understand their rights and options, and to support them to make their views and wishes known.
- Keep accurate and up to date written records of all work undertaken with and on behalf of those we support.
- Attend meetings, reviews and court procedures as required to fulfil your role as an advocacy worker.
- Ensure own and advocacy partner's safety by carrying out risk assessments as required and adhering to lone working protocols.
- To ensure that the rights of individuals are recognised, respected and upheld, to offer support without taking over, making personal judgements or opinions.
- To ensure that advocacy partners have maximum participation in their own care, support, and treatment.
- To reach as many eligible people as possible with advocacy supports and to actively seek and identify ways in which to engage particularly vulnerable and isolated individuals.
- To work and establish groups for peer support and collective advocacy to maximise effectiveness of advocacy resources.
- To support evaluation processes and collecting feedback to improve practice and influence the future of the service.
- To contribute to business and operation planning and reporting processes within Circles Network to support the drive for service excellence.
- Any other tasks commensurate with the work of the project in agreement with your line manager and the Chief Executive.

## **Person Specification:**

### **Qualifications and Training:**

- Qualifications and/or training in the field of nursing, teaching, social work, social care, occupational therapy, law, psychology, or other fields related to human need, preferable at a degree level or equivalent.
- A full driving licence and access to a vehicle for the purposes of your work or have access to a car and driver.
- Training, or a willingness to attend training, in augmented communication methods such as Talking Mats, Makaton, Board Maker

### **Experience:**

- Experience of supporting people with health conditions including, but not limited to disabilities, mental ill health, chronic illness, Acquired Brain Injury, drug or alcohol issues, autism.
- Experience of advocating for self or others.
- Experience with handling confidential data sensitively and in line with data regulations and legislation.

## **Personal Attributes:**

**Competence** - to have the ability to carry out your work efficiently and effectively.

- Have experience of producing written reports and correspondence to a high standard.
- Be familiar with relevant legislation, including, but not limited to, the Mental health (Care and Treatment) (Scotland) Act 2003, Adults with Incapacity (Scotland) Act 2000, Adult Support and Protection (Scotland) Act.
- Can interpret and apply the principles of legislation to 'real life.'
- Effective IT skills, particularly with Microsoft Word.
- Use initiative in the absence of immediate direction and support and be prepared to call on assistance as required.
- Demonstrate a high level of accuracy and attention to detail.
- Show effective time and stress management skills.
- Demonstrate logical thinking.

**Commitment** - to show dedication and attentiveness towards those you support and the wider organisation.

- Ensure that you are adequately trained in the Safeguarding of Children and vulnerable adults and that you follow policies and procedures set out by the organisation.

- Show a flexible attitude towards working hours; this may include some evenings and weekends.
- Show good time management.
- Demonstrate a continual drive at personal and service improvement and growth.
- A true belief in the values of inclusion and a passion to support people to uphold them.
- Support initiatives to further develop advocacy services across Scotland and the rest of the UK.

**Care and Compassion** - to understand how other people may be feeling, showing concern/interest in their issues and lives.

- Be able to demonstrate how you have taken on an advocacy role your current work/ personal life.
- Be able to demonstrate an attitude which celebrates and respects differences.
- Show an understanding of the social model of disability, the values of inclusion, equal opportunities, and disability equality issues.
- Be able to deliver a warm, welcoming, and diplomatic approach.
- The ability to actively listen to people

**Communication** - to be able to successfully share ideas, feelings, and information.

- Have good spoken and written communication skills.
- To have exemplary interpersonal skills, demonstrating a diplomatic style of communication.
- To understand learning styles and their implications for how we effectively communicate with one another.
- To demonstrate an ability to communicate with people who have difficulty expressing their views or wishes for whatever reason.

**Creativity** - to use imagination and original ideas to support the development of your work.

- To have the ability to create accessible materials to support different communication styles and preferences.
- To demonstrate an ability to develop different ways of engaging with people from diverse backgrounds, including in group settings, so they feel at ease, can share their views and take control of their lives.

**Intuition and Self Awareness** - to understand instinctively those you support and be aware of the impact you have on others.

- Experience and knowledge of how to manage conflict and perceived challenging behaviour.
- Be patient, tactful, diplomatic, and approachable.

- Be able to stay calm in difficult situations.

**Authenticity and Integrity** – to be an honest and genuine person.

- To have, or be willing to undertake, a Protecting Vulnerable Groups criminal records check to evidence that you are not a risk to vulnerable people.
- To understand the need for clear boundaries while supporting partners and demonstrate how this may be identified within your work practice.
- To be critically reflective and committed to professional development and supervision and appraisal processes.

**Connection** - to show connection in your relationships.

- To have a working knowledge of person-centred approaches and tools that can be used to support people.
- To remain independent and as neutral as possible and work within the expressed interests of advocacy partners
- Be able to develop trusting relationships with everyone you work with both advocacy partners and agencies and to work positively with professionals to ensure the organisation is well represented.
- Be able to demonstrate your ability to work in a team.