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### **Summary:**

To assist the Service Manager and colleagues by providing specific independent recovery-based Advocacy with adults experiencing difficulties relating to alcohol or drug use.

To facilitate opportunities for inclusion and empowerment and reduce stigma through advocacy to improve access to services and support for people affected by the use of alcohol or drugs.

To work closely with colleagues to ensure our work across Scotland is of a consistently high quality to reflect our values & ethos.

### **Main duties and responsibilities:**

- 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 a flexible approach to advocacy which meets the needs of each individual.
- To actively seek and identify ways in which to engage particularly vulnerable and isolated individuals.
- To maintain accurate 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 in the local area.
- To contribute to the communication and planning processes within Circles Network through meetings, planning groups etc.
- To organise collect and maintain accurate data.
- 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, Lead Advocate and the CEO.

## **Person Specification:**

### **Qualifications and Training:**

- To have a driving licence or the ability to travel to multiple locations.
- Proficiency in Microsoft Office 365.

### **Experience:**

- Personal lived experience of recovery from alcohol and/or drug addiction.
- An understanding of Independent Rights Based Advocacy.
- Experience/understanding of advocating for self or others.
- Experience with handling confidential data sensitively and in line with data regulations and legislation.
- Experience in working as part of a team and/or in a varied and busy role.

### **Personal Attributes:**

#### **Competence – *To have the ability to carry out your work efficiently and effectively.***

- Strong communication skills.
- Be non-judgemental.
- Willingness to learn.
- Familiarity 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.
- Ability to interpret and apply the principles of legislation to 'real life.'
- Effective IT skills, particularly with Microsoft Word.
- Initiative in the absence of immediate direction and support and preparation 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.***

- Demonstrate a flexible attitude towards working hours; this may include some evenings and weekends.
- Show good time management and personal management.
- Demonstrate continuous drive towards personal and service improvement and growth.
- A true belief in the values of inclusion and a passion to support people to uphold them.

- Participate in 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.***

- Demonstrate how you have taken on an advocacy role in your current work/personal life.
- Demonstrate an attitude which celebrates and respects difference.
- Show ability to deliver a warm, welcoming, and diplomatic approach.
- The ability to actively listen & respond to people.

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

- Have good spoken and written communication skills.
- Possess exemplary interpersonal skills, demonstrating a diplomatic style of communication.
- 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 create or use 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.
- Show patience, tactful, diplomatic and approachability.
- To stay calm in difficult situations.
- Be aware of your self and take steps to safeguard your wellbeing.

**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 people and demonstrate how this may be identified within your work practice.
- To be critically reflective and committed to professional development, coaching and appraisal processes.

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

- To remain independent and as neutral as possible and work within the expressed interests of people we support.

- To develop trusting relationships with everyone you work with both advocacy partners, agencies and to work positively with professionals to ensure the organisation is well represented.
- Demonstrate your ability to work in a team.
- To have good local knowledge of the systems and services available in Fife and beyond.