**Access to Industry Application Pack**

**Post: Access to Industry Advocacy Worker**

**Enclosed in this pack is:**

* Job Description
* Person Specification
* How to Apply
* Terms and Conditions

Access to Industry

156 Cowgate

Edinburgh EH1 1RP

Phone: 0131 260 9721

Email: Admin@accesstoindustry.co.uk

**JOB DESCRIPTION**

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| **Job Title** | Advocacy Worker | **Accountable to** | AI Management Team |
| **Working Hours** | Full time 35 hours per week | **Location** | Midlothian and East Lothian |
| **Salary Range** | £22,000 - £26,000 | **Length of Post** | Funded until March 2021 |
| **Programme** | Advocacy Support | **Project** | MELDAP |

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| **About the Role**: The role is to provide advice, information and support to people residing within Midlothian and East Lothian who are in active addiction or very early stages of recovery. This role covers a large geographic area and will involve travel throughout Midlothian and East Lothian. |

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| **KEY Responsibility areas will include:**  **Service Delivery**  As the Advocacy Support worker you will be responsible for delivering an independent advocacy service to people affected by drug and alcohol dependency by supporting them to express their views and gain skills to make positive decisions within their lives. Offering a one-to-one serviceto people affected by addiction issues to ensure they access the services they need within their community. The service will put the client at the centre, ensuring that it is built on an ethos of dignity and respect.  The advocacy service will support people to express views and wishes genuinely when decisions are being made about their lives at meetings and through other communication. Facilitate people’s voices being heard on issues that are important to them. Defend and safeguard people’s rights whilst being responsive to the access needs of individuals. This support will lead to sustained engagement and progression in their recovery journey.  You will play an active role in attending health care assessments to ensure your clients feel safe and reassured throughout these difficult experiences.  The Advocacy Worker will develop the role of peer advocate, including training and supporting appropriate individuals to become peer advocates, which will include training, support and supervision for peer volunteers.  You will work independently within an outreach capacity focussing on building strong partnership relationships with key partners and gaining knowledge of grass roots and peer led services across Midlothian and East Lothian.  Development and delivery of group sessions on topics that are of value to a number of different clients. Sessions could be on topics such as money management, assertiveness skills and stress management. The project will develop support groups to run from more rural areas within Midlothian and East Lothian. This will help to reduce social isolation and therefore build on recovery capacity within wider communities.  You will play a part in the wider team of Access to Industry through attendance at internal meeting and participation in shared services across the Teams.  **Quality Assurance**  Maintaining excellent case management records through case recording using Caselink data management systems. Ensuring all aspects of file management is in accordance with AI procedures.    **Administration**  To administer all aspects of the project from referrals, support, training and progression routes.  **System Management**  To ensure that all systems and procedures relating to the delivery of the service are maintained and used effectively. Maintain computerised data management.  Establish a system to provide support to people in a positive and motivational way, and where appropriate challenge people’s attitudes and decision making processes.  **Health & Safety and Property Management**  Ensure a healthy and safe environment and the protection and best use of property and equipment by implementing and observing policies and procedures. Ensure that all work placements and opportunities are carried out in accordance with Health and Safety legislation and good practice.  **Communications**  To engage in effective communication with external agencies, including referring agencies, specialist providers, employers, colleges and training providers, to build and sustain the referral mechanisms. To engage with internal reporting procedures as directed. To give actively support project marketing and to build effective links with agencies and service providers. Provide written and verbal reports based on the progression of the project.  **Other Requirements**  The post holder will be expected to work 35 hours per week and to organise working time in such a way to maximise the efficiency of the Service. The post holder may be required to undertake evening and weekend working and any other tasks deemed appropriate to this position in negotiation. |

**Person Specification**

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| Key Areas | Essential | Desirable |
| Qualifications and Attainment | Educated to degree level or equivalent. | Qualification in Guidance or Community Education. |
| Knowledge and Skills | Awareness of an advocacy support role and the challenges and opportunities this brings. | Experience within an advocacy role  Experience of supporting vulnerable people  Awareness of the geography of Midlothian and East Lothian  Recruitment and management of volunteers |
| Ability to build rapport with individuals and groups. |
| Ability to problem solve and have a creative solution focussed attitude |
| Experience of delivering group sessions as a means of sharing practice, knowledge and/or information |
| Ability to work independently across Midlothian and East Lothian |
| Additional Requirements | You will be passionate towards the role and committed to ensuring that the clients will receive the best service possible |  |
| Maintaining good case notes and entry of clients details within our case management systems |
| Ability to manage independent travel throughout Midlothian and East Lothian and manage time effectively. |
| You will be determined and flexible in order to achieve project outcomes. |
| Ability to work outside of normal working hours |
| Clean driving licence and access to a car |

**Access to Industry Advocacy Worker:**

**Midlothian and East Lothian**

**How to Apply**

**Application for the post of Access to Industry Advocacy Worker is through a CV and a Supporting Statement.**

* Emails (to email address below) should be marked ‘CONFIDENTIAL: Advocacy Support Worker’ in the subject heading.
* CV’s should include two referees one of whom should be your most recent employer. We will not contact referees prior to interview. **Please include your name in the title of your CV document.**
* The supporting statement should demonstrate your experience and how this matches with our requirements. This additional information should be confined to a maximum of two sides of A4 in minimum font size 11. Additional information over this limit will not be considered. Generic statements not contextualised for the post will be discarded. **Please include your name in the title of your supporting statement document.**
* Closing time for applications being received is 12 noon Monday 18 February 2019
* Interviews will be held in Musselburgh on Tuesday 26 February 2019

**Applications should be forwarded to:**

**Email:** [admin@accesstoindustry.co.uk](mailto:admin@accesstoindustry.co.uk)

**Access to Industry Caseworker**

**Access to Industry Terms and Conditions of Employment**

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| Advocacy Support Worker |
| Salary  * Salary for this post will be £22,000-£26,000. Appointment is at start of scale. * AI Pension contribution is in line with statutory legislation |
| Annual leave  * Entitlement is 25 days per annum. Public holiday entitlement is 10 days per annum. |
| Working Hours  * 35 hours a week Monday to Friday. |
| Diversity & Equal Opportunities  * Access to Industry strives to be an Equal Opportunities employer. |
| Performance Review  * A three month probation review period will be in operation. |
| Disclosure  * Successful candidates will be required to complete an enhanced PVG |
| Appointment is subject to satisfactory references, disclosure and Right to Work. |