

**JOB DESCRIPTION**

POST: Collective Advocacy Worker –  
LGBT+ Mental Health project

GEOGRAPHICAL REMIT: City of Edinburgh

LOCATION: Argyle House, Edinburgh  
(and occasionally Old Stables, Musselburgh)

HOURS: 16 hours per week (FT week is 36.25 hours)

SALARY SCALE: AP4 (point 27 – 30)

SALARY: £24,293 per annum FTE, £10,723 pro rata

LINE MANAGER: Chief Executive Officer

**RESPONSIBILITIES**

- Facilitating a Collective Advocacy group for LGBT+ people who use mental health services in Edinburgh.

This is a new project working with people from the LGBT+ community who have lived experience of mental health issues. The project aims to give a voice to people from this community, who's views are often under-represented, in order to improve the future experiences of people who are accessing, or may wish to access, mental health services.

People's experiences can inform training for NHS staff and other care services (via the LEARN project), as well as influencing strategy and policy via Thrive Edinburgh - Mental Health and Wellbeing.

- Working within the LEARN team at CAPS.

LEARN (Lothian Education and Recovery Network) enables volunteers to share their experiences to increase the understanding and knowledge of workers, professionals and other people, through education and awareness raising sessions.

## TASKS

- Connect with LGBT+ people and groups in Edinburgh who have lived experience of using mental health services;
- Facilitate a collective advocacy group for LGBT+ people;
- Create a safe space where all group members can share and discuss their experiences and issues;
- Build positive working relationships with participants in the project;
- Help the group get as much information as they can to understand their rights and make informed choices about the issues they want to take forward;
- Represent the expressed views and interests of people from the LGBT+ Collective Advocacy group at Thrive planning meetings;
- Connect with other groups with an interest in the work of the project, e.g. workers, clinicians, planners of services, educational establishments;
- Raise awareness of this project and distribute publicity via social media and email;
- Connect with local and national groups and organisations;
- Use IT to prepare reports, promotional material, and to gather information, and use databases to manage communication within and outwith the project, adhering to GDPR procedures;
- Report on agreed targets: recording, monitoring, reviewing and evaluating the work done;
- Engage with external agencies working with equalities groups;
- Assist volunteers in LEARN to deliver experience led training to workers, carers, clinicians, students and planners of services etc;
- Work with the LEARN team to identify training needs and opportunities and contribute to implementing and delivering new and current experience led courses.

## General tasks

- work independently, prioritise workload and meet deadlines;
- work alongside other Collective Advocacy staff as required as part of the CAPS staff team and contribute to the smooth running of the office;
- Work proactively as part of the LEARN team, prioritise workload and meet deadlines;
- have a commitment to and ensure the practical application of CAPS' policies and procedures;
- be aware of boundaries in all the relationships established in carrying out this work;
- ensure that your actions and work behaviours meet the standards set by CAPS;
- any other duties deemed relevant to the post.

## CONTACTS

- people from the LGBT+ community who use mental health services;
- mental health service policy makers, planners and commissioners;
- mental health service providers;
- mental health service monitoring groups;
- staff from other third sector and advocacy organisations;
- other CAPS' staff, volunteers, Management Committee members and students on placement with the organisation.

## MANAGEMENT

You will be line managed by the Chief Executive Officer and receive operational support and guidance from the Volunteer Co-ordinator and

the LEARN Co-ordinator. You will be ultimately accountable to the Management Committee and will be expected to report to them when required. You will also take part in team meetings with other CAPS' staff.

## **LOCATION**

This post is based in CAPS' office in Argyle House, Edinburgh and occasionally in Musselburgh, East Lothian. You will be expected to travel throughout Edinburgh and occasionally other areas of Lothian. In work travel expenses will be reimbursed.

## **FUNDING**

This post is funded by Edinburgh Health and Social Care Partnership under the Thrive Mental Health and Wellbeing programme.

## **EMPLOYER**

Your employer will be CAPS' Management Committee.

## **TRAINING**

You will be expected to participate in training and personal development as identified through supervision with your line manager. You may also ask for particular pieces of training. It may not be possible to approve a particular piece of training if we do not have the resources.

You may have to undertake some evening and weekend work, which will be accommodated into the contractual hours.

## **ABOUT CAPS**

CAPS is an Independent Advocacy Organisation which works with people who use or have used mental health services to make sure their voice is heard. The main purpose of CAPS' work is therefore to assist people who use mental health services, as individuals or as members of a group, to set their own agenda, make their wishes and needs known and to have a say in how they live and what services they use.

We are set up so that the organisation and its advocacy workers are as free as possible from influences that might conflict with the interests of the people who use our service. CAPS was established in 1991.

More information about the particular projects is available on our website: [www.capsadvocacy.org](http://www.capsadvocacy.org)

## **MISCELLANEOUS**

For the good of CAPS, all staff have a duty to be flexible enough in their working practice to support the work of other functions within the organisation.

This post will be subject to membership of the Protecting Vulnerable Groups Scheme (PVG Scheme) and appropriate check.

CAPS is a Scottish Charitable Incorporated Organisation.  
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