**AdvoCard**

**Job Description**

**Job Title:** Project Worker ( Stigma Stories)

**Accountable to**: Board of Directors

**Responsible to:** Development Coordinator and Advocacy Manager

**Salary:** £23,781 pro rata

AdvoCard provides independent advocacy support in the community, at the Royal Edinburgh Hospital and in HMP Edinburgh. As a Project Worker for Stigma Stories your role is to work directly with people with lived experience of problematic substance use, collecting their stories and experiences of stigma with the aim of producing a book and video of stories that can be shared with services.

**Function of the Post**

* To promote and develop the independent collective advocacy of AdvoCard by supporting people with lived experience of problematic substance use to produce and publish a Stigma Stories book and video.
* To work with the Development Coordinator to reflect the views of our service users.
* To work in an accessible and inclusive way, providing a safe environment for people to express their views, tell their stories and be listened to in a respectful manner.
* To observe all confidentiality and data protection requirements and to ensure that participants always feel in control of their contributions.

**Duties and Responsibilities**

* To work independently - often lone working - and as part of a team, to ensure that the service proceeds within the policies, procedures and guidelines as approved by the AdvoCard Board of Directors and reflects statutory and professional obligations.
* Identify, interview and support people to safely contribute their stories;
* Edit, arrange and organise contributions;
* Facilitate the selection of appropriate art-work and any additional materials to accompany the stories;
* Liaise with printers to ensure that final book is of as high a quality as possible;
* create an accompanying video of stories and material to complement the book
* Support the launch and ongoing distribution of the completed book;

**Development Work**

* To liaise with any networks of other advocacy services, locally or nationally.
* To promote AdvoCard, and the role of independent advocacy to professionals in the field.
* To disseminate information relating to rights, and how to access services, to service users and potential service users.
* To promote AdvoCard, and the role of independent advocacy to individuals using our service.
* To attend relevant meetings and groups, where appropriate.
* Any other duties deemed relevant to the post.

**Miscellaneous**

* To participate in regular support and supervision meetings to review performance, as well as an annual appraisal.
* To attend regular team meetings to discuss issues relating to the development and monitoring of the service and the organisation as a whole as well as 'peer support meetings'.
* To contribute positively to a culture where all staff have a responsibility to be flexible enough in their working practice to be able to cover the work of others across a range of services.
* To have a commitment to, and ensure the practical application of AdvoCard's policies and procedures, reflective of statutory and professional obligations.

**Training**

Training will be provided for all areas of advocacy that you are expected to provide. You will also be expected to participate in any additional training as identified by your Line Manager through supervision and appraisal. You may also request specific training and AdvoCard will endeavour to meet such requests dependent upon available resources.

**Contacts**

* Service users
* A range of service providers and professionals drawn from the statutory , voluntary and private sectors
* Other advocacy and voluntary organisations and their staff
* AdvoCard Board of Directors, staff and volunteers
* Members of the public

# Employer and Management

Your employer is the AdvoCard Board of Directors and you are line managed by the Development Coordinator who is responsible to the AdvoCacy Manager.

**Location and Premises**

The post will operate within the City of Edinburgh from a range of premises where clients can access services. You may also be required to work from home on occasion. You may at times be required to attend training or events out with Edinburgh.

**Funding**

The post is funded by the Scottish Government through the National Development Fund

**Working Hours**

Your working hours will be 18 hours per week. These will generally be between 9.00am to 5.00pm, Monday to Friday but may occasionally vary when requested and/or required. Time off in lieu will be awarded for hours worked over the contracted amount.

**Disclosure**

This post is subject to a PVG check through Disclosure Scotland, with further checks every three years.

(Updated April 2021)