

JOB DESCRIPTION

POST: Collective Advocacy Worker –
'Seen But Not Heard' Eating Disorder Project

GEOGRAPHICAL REMIT: Lothian

LOCATION: Argyle House, Edinburgh and Old Stables, Musselburgh

HOURS: 21 hours per week (FT week is 36.25 hours)

SALARY SCALE: AP4 (point 27 – 30)

SALARY: £24,657 per annum FTE, £ 14,284 pro rata

LINE MANAGER: Collective Advocacy Manager

PROJECTS

Seen But Not Heard Eating Disorder Project.

This project involves working with people who have lived experience of eating disorders. The project aims to give a voice to people who have lived experience of an eating disorder in order to improve the future experiences of people who are receiving support and treatment.

People's experiences can inform training for NHS staff and other care services as well as influencing strategy and policy via NHS Lothian Mental Health and Wellbeing. Examples of work the group have undertaken in the past have included: making two films, planning awareness events and conferences, developing and delivering experience led training, writing and designing leaflets, and designing and undertaking experience led research.

TASKS

- make contact and consult with groups and individuals who have lived experience of an Eating Disorder or are using Eating Disorder services in Lothian;
- organise and facilitate meetings of the steering group;
- help the group get as much information as they can to make informed choices and understand their rights;
- use a variety of methods to help the group members to share and discuss their issues;
- assist the group to prepare and deliver experience led training to workers, carers, clinicians, students, schools/young people and planners of services etc through the LEARN programme;
- assist the group to deliver experience led awareness sessions to students and community groups;

- assist people with lived experience of eating disorders to undertake experience led research;
- assist the group to disseminate the findings of the experience led research to the Thrive Edinburgh Network;
- contact and consult with other groups with an interest in the work of the project, e.g. workers, clinicians, planners of services, educational establishments;
- distribute publicity about the project and encourage new participants;
- research and collate information from other similar pieces of work;
- consult with national groups and projects;
- 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;
- represent the expressed views and interests of people who use mental health services;
- engage with external agencies working with equalities groups;
- report on agreed targets: recording, monitoring, reviewing and evaluating the work done.

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;
- 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;
- Ensure all your work behaviours display an anti-racism approach and challenge any prejudice and discrimination shown to people with protected characteristics.
- any other duties deemed relevant to the post.

CONTACTS

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

MANAGEMENT

You will be line managed by the Collective Advocacy Manager. 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 in Musselburgh, East Lothian. However, you will be expected to travel throughout Lothian and occasionally outside the area. In work travel expenses will be reimbursed.

FUNDING

This post is fixed term until 31 August 2022 in the first instance. Continuation beyond that date will be subject to CAPS funding situation at that time.

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 provides Individual Advocacy to people from East Lothian and Midlothian who have mental health issues or are using drugs and alcohol. We also provide advocacy for children and young people going through the Children's Hearings process, in these areas. We provide Collective Advocacy to groups of people across Lothian with mental health issues so they can come together and voice their experiences in order to bring about change for others or improvements in services.

The main purpose of CAPS' work is therefore to assist people, through advocacy, as individuals or as members of a group, to set their own agenda, make their wishes known and to have a say in how they live and what services they use. Visit our website for more details www.capsadvocacy.org

We are set up so that the organisation and its staff are as free as possible from any conflicts of interest. We are independent from the people who fund us and those who provide other services to the people we work with. CAPS is a member of the Scottish Independent Advocacy Alliance (SIAA) and we adhere to the Principles and Standards of Independent Advocacy. CAPS was established in 1991.

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.
Scottish Charity number SC021772

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