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**Job Description**

**Job Title:** Advocacy Worker

**Accountable to:** Board of Directors

**Responsible to:** Advocacy Manager

**Salary:** starting at £23,781 rising to £26,325 (pro rata)

**Hours:** Part time- 29 hours per week

**Function of the Post**

To provide independent individual advocacy for people in Edinburgh to promote and protect their rights and support their voice to be heard.

AdvoCard operates a range of services and you will be required to work with a range of people who need our services. These are likely to include vulnerable or marginalised service users who are impacted by mental ill health, problematic substance use, poverty, and/or imprisonment. You will work from AdvoCard’s offices in Edinburgh, but may be required to see service users in the community, in the Royal Edinburgh Hospital, or HMP Edinburgh.

**Duties and Responsibilities**

**Advocacy**

* To respond quickly and efficiently to requests for independent advocacy received by AdvoCard from individuals and professionals.
* To liaise with other professionals involved with that person from point of referral onwards and to represent the views of that person by adhering to their expressed wishes.
* To attend statutory meetings, either with, or on behalf of, individuals who may be subject to a variety of legal proceedings.
* To work within the policies and procedures of the organisation and the principles, standards and code of best practice for independent advocacy in Scotland.
* To liaise with other Advocacy Workers, including with, and occasionally supporting the work of AdvoCard Volunteer Advocacy workers, to ensure continuity of advocacy provision to that individual.
* To signpost service users to appropriate, specialist information and advice relating to their circumstances
* To update records of advocacy work in line with legislation, and policies and procedures in place. This might include contributing to the monitoring reporting arrangements in place as a condition of funding for our services.

**Development Work**

* 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 service users.
* To promote AdvoCard, and the role of independent advocacy to professionals in the field.
* To monitor the impact of independent advocacy on service users and report

findings to others as appropriate

* To attend relevant meetings and groups, where appropriate.
* Along with the Advocacy Manager, to monitor, assess and review the effectiveness of advocacy work undertaken, in particular service user satisfaction.
* To liaise with any networks of other advocacy services, locally or nationally.
* 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**

You will be expected to participate in training as identified by the Advocacy Manager through supervision and appraisal. You may also request specific training and AdvoCard will endeavour to meet such requests dependant on 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 Advocacy Manager who is responsible to the CEO.

**Location and Premises**

The post will operate within the City of Edinburgh from a range of premises where

clients can access services. You may at times be required to attend training or events outwith Edinburgh.

**Funding**

AdvoCard is currently funded by the City of Edinburgh Council, Departmnt of Health and Social Care and NHS Lothian. The organisation bids for funding for new and exisitng services from time to time.

**Working Hours**

Your working hours will be 36.25 hours per week if full time. 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 requires membership of the Protection of Vulnerable Groups (PVG), for protected adults and children. Further checks are carried out every three

years.