## mhap logo.jpg

## MENTAL HEALTH ADVOCACY PROJECT (West Lothian) SCIO

**Job Description**

(West Lothian)

**Title:** Advocacy Worker (Addictions Collective)

**Location:** Broxburn (opportunities for some homeworking may be possible)

**Salary:** £25,000

**Hours:** Full Time (36 Hours) Fixed Term until March 2025

**Accountable to:** Project Management

**Mental Health Advocacy Project (MHAP)**

We offer independent advocacy services for people accessing or trying to access mental health and addiction services in West Lothian.

Advocacy plays an important role in the process of supporting and enabling people to express their views and concerns, access information and services, defending and promoting rights and exploring choices and options, both individually and collectively.

**Purpose of the Job**

West Lothian Alcohol and Drugs Partnership (WL ADP) commissioned MHAP to host a lived and living experience panel for 3 years to 31st March 2025. The panel will feed in to the work of West Lothian ADP including supporting the consultation of strategic work such as the new strategic commissioning plan. Support feedback on current services. This local panel should feed into the new National Collaborative to ensure the views of people with Lived and Living Experience (LLE) are reflected in all aspects of the national mission.

The post holder will develop our existing Collective Advocacy services by integrating the requirements of the Panel with our existing collective forum in West Lothian for people who experience addictions. This will operate similarly to the existing Mental Health Service Users Forum in West Lothian. The post holder will also manage a caseload of people requiring Individual Advocacy.

**Main Responsibilities**

**To work as part of a team developing and delivering Collective Advocacy.**

* Facilitating and recording meetings.
* Engage new members and develop a program based upon service users’ wishes and choices.
* Gathering the views and opinions of all involved and sharing on behalf of the panel with appropriate services/ADP.
* Enabling participants to communicate their views and opinions.
* Raising any collective issues with appropriate service providers.
* Supporting panel members to attend conferences, meetings, relevant events.
* Supporting engagement with the National Collaborative.
* Signposting participants to individual advocacy if needed.
* Hearing and recording addiction service users’ issues, and views on issues that affect them.
* Coordinating service users’ responses to issues and forward them to relevant organisations.
* Inviting visitors to provide information about services at the request of forum members.
* Providing an opportunity for services to consult with the Panel.
* Keeping Panel members up to date with local and national developments and help people to understand what the effects of these are for them.
* Encouraging participation in local and national policy making and service design.
* Build effective partnerships between service users and professionals.
* Identify any collective issues arising through individual work and feedback to the team.
* Further collective issues to their conclusion on behalf of service users.

**To work as part of a team responding to requests for individual advocacy.**

* Provide advocacy in a range of settings, for example hospital, office, community and HMP Addiewell and any other relevant settings.
* Manage a caseload in conjunction with our priority groups e.g. Mental Health (Care and Treatment) (Scotland) Act 2003, the Adult Support and Protection (Scotland) Act 2007 and Adults with Incapacity (Scotland) Act 2000.
* Have knowledge of MAT Standards and the need to prioritise referrals.
* Work within the boundaries of our practice and procedures as part of a small team.
* Contribute to weekly team meetings to discuss project referrals and ongoing case management.

**To support volunteer activity and promote best practice regarding equal opportunities, volunteer training and supervision**.

* Involve volunteers in appropriate aspects of advocacy work.
* Support volunteer selection, recruitment and training and supervision.
* Support and supervise volunteers as agreed with the Project Manager.

**To assist in the development of advocacy provision as a whole.**

* Attend and participate in training, meetings, conferences and events as agreed with the team in relation to the provision of advocacy.
* Contribute to reviews and development of the project by attending staff meetings, and in-house training etc.
* Maintain close links with advocacy providers in other areas in order to share experience and learn from others.
* Develop and maintain positive links with service users and other relevant services.
* Carry out specific pieces of research to keep abreast of the changing national legal framework and local policies that relate to mental health.
* Bring any issues concerning the provision of advocacy forward to the attention of Project Management.
* Practice Advocacy in accordance with Scottish Independent Advocacy Alliance (SIAA) guidelines.
* Participate in MHAP awareness raising opportunities.
* Adhere to MHAP Policies and Procedures.

**Other Duties**

This is a broad picture of the post at the date of presentation. It is not an exhaustive list of possible duties and it is recognised that posts in advocacy change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties, to the equivalent level that are necessary to fulfil the purpose of this post.

# Support & Supervision

The Project Worker will be line managed by the Project Management, who will give supportive supervision on a regular basis.