**JOB DESCRIPTION**

# POST TITLE: Development Manager

SALARY: £18,854 (FTE £31,423)

HOURS: 21 hours per week

DURATION: Fixed term to 31st August 2024

ANNUAL LEAVE: 156 hours (FTE: 25 days plus 12 Public Holidays)

PENSION: Auto Enrolment Pension Scheme (Employer 9.4% & Employees 5%)

# REPORTS TO: Chief Executive Officer , Angus Independent Advocacy

LOCATION: Based at office (option for hybrid working), with travel throughout Angus and Tayside

**Terms of Employment**

This is a part-time post (21 hours) and some out of hours work is to be expected, but no additional payment will be made for this. Time off in Lieu (TOIL) is offered at the discretion of the CEO. Angus Independent Advocacy (AIA) operate an Auto Enrolment Pension Scheme. The post is offered based on the Terms and Conditions of Employment with AIA. A current full driving licence and the use of a car is essential. As the post is considered to be regulated work, PVG scheme membership will be required for the successful candidate.

**Job Purpose**

The community development and volunteering side of AIA’s work has become a core part of our vision of inclusive communities- where everyone has the opportunity to be heard and participate in ordinary life. The Development Manager will take the lead in the day to day management and development of the citizen advocacy resource, as well as enhancing participation and volunteering across AIA.

**This will be achieved by:**

* + - 1. Taking a lead in development of AIA’s volunteering programme (s)
      2. Supporting organisational development

3. Promoting and representing independent advocacy & AIA to external partners

4. Implementing effective monitoring and evaluation procedures

**Guiding Values and Principles**

Angus Independent Advocacy requires that every member of staff be committed to the values of inclusion, social justice and equity of opportunity. AIA expects that all members of staff hold central within their work practice the ethos and principles of Independent Advocacy.

**Main Responsibilities**

Management:

* Provide line management, supervision, and support to the citizen advocacy team, and others, as may be required
* Facilitate citizen advocacy team meetings
* Facilitate yearly appraisals with citizen advocacy team
* Support learning and development opportunities for staff (workforce development).
* Make day-day operational decisions relating to citizen advocacy

Organisational Development:

* Support the CEO with the continued strategic development of citizen advocacy
* Support the CEO with the development of further opportunities for volunteering and participation across AIA
* Prepare funding bids to support the above
* Facilitation of the Citizen Advocacy Steering Group
* Contribute to the development of AIA alongside the leadership team- in line with organisational needs and priorities
* Keep up to date with relevant policy, legislation and emerging needs

External Representation:

* Represent AIA on appropriate working/strategic groups as agreed with CEO
* Use networking techniques to create links with appropriate individuals and groups (multi agency) to promote citizen advocacy/AIA

Quality Assurance:

* Ensure effective systems are in place for the monitoring and evaluation of citizen advocacy
* Monitor progress towards specific project targets and outcomes, as well as national advocacy outcomes
* Produce and write progress reports as required by funders, Board of Directors and the CEO

Other:

* Undertake any other duties as reasonably requested by the CEO

**Self-Management**

* Take responsibility for implementing the policies, procedures and protocols of AIA (H&S)
* Take responsibility for personal safety in and out of the office according to AIA’s procedures
* Present a positive image of Independent Advocacy and AIA at all times
* Critically reflect on practice
* Take ownership of own learning and development
* Work within the ethos and values of the organisation in particular:
  + Use positive and inclusive communication underpinned by the Social Model of Disability and Human Rights Based Approach
  + Build and maintain relationships with individuals based on mutual respect, dignity and honesty

**Training, Support and Supervision**

The CEO will provide ongoing support.  The post holder will identify their own learning needs and participate in identified learning opportunities when required.

**Other Duties**

This job description 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 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 the post.

**Person Specification**

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| **EXPERIENCE** | **Essential** | **Desirable** | **Assessment Criteria** |
| Experience of working alongside people living with disabilities. | **X** |  | * Application * Interview |
| Experience of Independent Advocacy |  | **X** | * Application * Interview |
| Experience of public speaking and presentations | **X** |  | * Application * Interview |
| Current experience of health and social care structure and services |  | **X** | * Application * Interview |
| Experience of managing projects (including volunteer management) | **X** |  | * Application * Interview |
| Experience in providing support and supervision to staff using a facilitative/coaching approach | **X** |  | * Application * Interview |
| Experience of developing funding applications and bids in line with organisational needs and priorities | **X** |  | * Application * Interview |
| Monitoring and evaluating projects in line with funding requirements | **X** |  | * Application * Interview |
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| **KNOWLEDGE/UNDERSTANDING** |  |  |  |
| An understanding of disability issues and social inclusion | **X** |  | * Application * Interview |
| A commitment to the principles of Independent Advocacy (particularly Citizen Advocacy) | **X** |  | * Application * Interview |
| Practical understanding of the theories that underpin Independent Advocacy (Social Model of Disability and Human Right Based Approach) | **X** |  | * Application * Interview |
| An understanding of the relevant legislation that may affect the people we support or a willingness to learn:   * Adult Support and Protection (Scotland) Act 2007 * Adults with Incapacity (Scotland) Act 2000 * Mental Health (Care and Treatment) (Scotland) Act 2003 * Children (Scotland) Act 1995 * Children and Young People (Scotland) Act 2014 |  | **X** | * Application |
| Knowledge of the local communities in Angus |  | **X** | * Application * Interview |
| Demonstrable knowledge of Independent Advocacy |  | **X** | * Application * Interview |
| Understanding of the support needs of staff /volunteers | **X** |  | * Application * Interview |
| Understanding of the operational requirements of a voluntary organisation |  | **X** | * Application * Interview |
| Understanding of the voluntary sector’s structure and diversity |  | **X** | * Application * Interview |
| Educated to degree level (or equivalent) in a relevant discipline |  | **X** | * Application |

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| **ABILITIES/SKILLS** |  |  |  |
| High degree of written and verbal skills | **X** |  | * Application |
| Writing funding/ tendering bids |  | **X** | * Application |
| Excellent IT skills, particularly Microsoft Office | **X** |  | * Application |
| Excellent organisation and administration skills | **X** |  | * Application |
| Networking and partnership working at all levels | **X** |  | * Application * Interview |
| Excellent communication skills | **X** |  | * Application * Interview |
| Creative and good at problem solving | **X** |  | * Application * Interview |
| Supportive and facilitative management style | **X** |  | * Application * Interview |
| Well-developed resilience strategies | **X** |  | * Application * Interview |
| Ability to enable team cohesion | **X** |  | * Application * Interview |

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| **PERSONAL QUALITIES** |  |  |  |
| Confidence | **X** |  | * Application * Interview |
| Compassionate towards others | **X** |  | * Application * Interview |
| Good team member | **X** |  | * Application * Interview |
| A commitment to equality and social justice | **X** |  | * Application * Interview |
| High levels of initiative | **X** |  | * Application * Interview |
| Approachable | **X** |  | * Application * Interview |
| Dependable | **X** |  | * Application * Interview |

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| **OTHER REQUIREMENTS** |  |  |  |
| It is essential the candidate has the use of a car to drive throughout Angus & Tayside and occasionally further afield. | **X** |  | * Application |
| Please note that this post is classed as **Regulated Work** and requires employees to become members of the PVG Scheme. | | | |