# Person Specification

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| ADVOCATE |
| Factor | Essential/Desirable | When AssessedApplication form (AF)Interview (I)Skills Test (ST) |
| Qualifications |
| IAQ qualified (including any relevant specialist unit) or be willing to study for and obtain within 12 months of commencing employment. | E | AF/I |
| Experience |
| Previous experience of working as an advocate. | D | AF/I |
| Previous experience of working with people who lack capacity. | D | AF/I |
| Previous experience of working with a diverse range of vulnerable people with a wide variety of communication needs. | D | AF/I |
| Previous experience of working with people to ensure their rights and their voices are heard. | D | AF/I |
| Knowledge |
| An understanding of principles of Advocacy. | E | I |
| An understanding of the statutory regulations and other key guidance covering a variety of Advocacy such as: Care Act, Mental Health Act, Mental Capacity Act, Advocacy Code of Practice, Advocacy Charter, and any relevant children’s and human rights legislation. | D | I/ST |
| Skills and Abilities |
| Ability to communicate clearly in writing, verbally and nonverbally, using a range of communication tools and methods. | E | AF/ST |
| Ability to facilitate the involvement of vulnerable people in the process they are going through. | E | I/ST |
| Ability to check, challenge and negotiate with people at all levels of seniority. | E | I/ST |
| IT skills – a working knowledge of Word, Excel, Outlook, databases, and other relevant technology. | E | ST |
| Ability to develop and maintain appropriate boundaried relationships, with an ability to represent the organisation externally and professionally, in a variety of settings. | E | I/ST |
| Strong administration skills including time management and organizational skills. | E | I/ST |
| Ability to recognise and report safeguarding concerns in a timely and appropriate way in line with VoiceAbility’s guidance and statutory legislation. | E | I |
| Personal Qualities/Style/Motivation |
| Self-aware with good emotional resilience. Be open to change in line with the needs of the service/ organisation. | E | I/ST |
| Demonstrates an empathetic approach and good listening skills. | E | I/ST |
| Self-motivated with a commitment to continued personal development, learning and reflective practice. | E | AF/I/ST |
| Commitment to VoiceAbility’s values such as: Passionate, Empowering, Collaborative, Honest, Resourceful | E | I |
| Additional Requirements |
| Ability to travel across the service area to meet demands of the service.Some areas may include remote locations without easy access to public transport. | E | AF/I |
| Willing to undertake Enhanced level criminal records check (DBS) Children & Adults (inc Barred list). | E | AF/I |
| In line with current government legislation, it is a requirement that the job holder can evidence that they are fully COVID vaccinated. Unless medically exempt. | E | AF/I |