**PERSON SPECIFICATION**

**Post: Independent Advocate (West Lothian)**

**Candidates must have:**

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| Experience working with people in the community, hospital or residential setting. | **Essential** |
| A full driving license and access to a vehicle. | **Desirable** |

**Experience - candidates should have some experience of:**

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| **Working as an advocate****(Not necessarily as an ‘independent’ advocate)** | **Desirable** |
| **Report writing and record keeping** | **Essential** |
| **Providing training/information giving sessions** | **Desirable** |
| **Managing a caseload** | **Desirable** |
| **Effective team working** | **Essential** |

**Knowledge - candidates must have a basic understanding of the following:**

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| **Stigma, social-exclusion and marginalisation - of people/groups** | **Desirable** |
| **Independent Advocacy** | **Desirable** |

**Skills – candidates must also be able to evidence:**

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| **Excellent verbal and written communication skills and an ability to engage with people including other professionals** | **Essential** |
| **An ability to work under pressure** | **Essential** |
| **Effective time management, planning and organisational skills** | **Essential** |
| **Computer literacy (including Outlook/Excel/Word)** | **Essential** |