**Job Description and Personal Specification**

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# POST TITLE: Recovery Advocacy Worker for the Recovery Advocacy Project (RAP) – Bute Based

SALARY: £26880 to £29497 FTE (pro rata £12,288- £13484) + £312 pa Working from Home allowance

Contract: Permanent, 16 hours per week

HOURS: **16 Hours**

# REPORTS TO: Advocacy Practice Lead

LOCATION: Hybrid post, based on the Isle of Bute. Home working and office base with in person meetings with clients across the Isle of Bute.

## Qualification and job purpose

Lomond and Argyll Advocacy service are looking for a person who has Lived Experience of problematic alcohol or substance use, either;

* personally and in recovery
* Awareness through a family member or close friend
* Working knowledge of substance and alcohol dependency issues

This is a part time post, and will focus on continuing to improve access to independent advocacy and other local supports for people impacted by problematic alcohol or substance use. The post will also provide rights based *peer* advocacy in line with the Scottish Governments Strategy: *Rights, Respect and Recovery.*

This post requires the successful candidate to apply for membership of the PVG Scheme.

**This will be achieved by:**

* undertaking relevant learning and development on a Rights Based Approach in Independent Advocacy
* working with individuals in line with the Scottish Independent Advocacy Alliance
* working within the aims of LAAS
* managing your workload efficiently in accordance with the policies and procedures of LAAS
* working as an individual, but also as part of a team
* developing your skills by identifying opportunities for learning
* promoting and raising awareness of LAAS and its work across Argyll and Bute with a focus on ensuring awareness within services and communities on the Isle of Bute.
* Uploading information, maintaining files on joint virtual working space
* Sending and receiving emails and using a range of digital platforms’
* delivering rights based independent advocacy
* monitoring progress towards specific project targets and outcomes
* using and developing existing networking techniques to create links with appropriate individuals and groups (statutory and voluntary) to raise awareness of Independent Advocacy
* supporting LAAS to develop and deliver learning opportunities

**Self-management**

The postholder will:

* take responsibility for implementing policies, procedures and protocols of LAAS into your daily work
* develop resilience strategies
* take responsibility for personal safety in and out of the office according to LAAS procedures
* present a positive image of LAAS at all times
* critically reflect on your practice
* take ownership of your own learning and development
* undertake any other duties as reasonably requested by the Line Manager

# Training, support & supervision

# The Advocacy Practice Leads and the Argyll and Bute Operations Manager will provide ongoing support. This post requires the successful candidate to work with colleagues to 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.

| **CATEGORY** | **ESSENTIAL** | **DESIRABLE** |
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| **EXPERIENCE AND UNDERSTANDING** | To have lived experience of addiction recovery – either personally or with someone close to you.Knowledge and understanding of the Rights, Respect and Recovery Strategy (Scottish Government 2018)Experience of working in social care or health sectors or knowledge and experience of Independent AdvocacyExperience of working, volunteering or supporting with people who face barriers and discrimination through disability, illness or life circumstances. Demonstrable understanding of the Principles, Standards & Code of Best Practice of Independent Advocacy  Knowledge of multi-agency networking with Health and Social Care Partnership, and other third sector organisations. | Previous advocacy experience Understanding of what are:* Mental Health (Care & Treatment) (Scotland) Act 2003
* Adults with Incapacity (Scotland) Act 2000
* Adult Support & Protection (Scotland) Act 2007
* Carers (Scotland) Act 2016
* National Care Standards
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| **GENERAL SKILLS** | Effective communication skills, both written and oralGood standard of basic IT skills To be highly motivated enthusiastic, flexible in order to demonstrate a positive commitment to the values of LAAS | Knowledge of Sharepoint, Outlook and Microsoft |
| **EDUCATION AND QUALIFICATIONS** | Good overall education | Current Driving Licence and access to a car |
| **INTERPERSONAL SKILLS** | Ability to work in a teamSensitivity/empathy to the needs of othersAbility to prioritise and demonstrate good time managementAbility to liaise with professionals at all levels in appropriate mannerAbility to work with people who are experiencing difficulty with engagement or have difficulty in communicating due to barriers in society.Proactive approach to dealing with issuesListening SkillsNon Judgemental attitudeFlexibilityApproachability and Openness |  |