A logo with green and grey text

AI-generated content may be incorrect.****YOU FIRST ADVOCACY

Job Description

**Post:** Engagement & Development Officer

**Location:** Renfrewshire (Operating out of You First Advocacy office)

**Responsible to:** Service Manager

**Hours:** 30 hours per week

**Contract:** July 2025 – March 2026 - 9 months (with the possibility of an extension of 3 months)

**Salary:** £25,500 (pro rata)

**Pension:** 6% of basic salary

# 

## Summary:

**This post is ‘Supported by Scottish Government’s Community Mental Health and Wellbeing Fund’**

This post will contribute effectively to the You First Advocacy Service, which provides independent issue-based Advocacy support to people at risk aged over 16 in the community and in hospital. You First Advocacy provides free support to people who need help to understand their rights and express themselves. As an ambassador for You First Advocacy you will share our story by providing engagement and development expertise to work in partnership with our communities, to enable advocacy provision that benefits people in Renfrewshire.

The post holder will be required to demonstrate knowledge and understanding of the concept of advocacy and be able to effectively articulate the skills and requirements to provide person-centred support.

As the You First Advocacy Engagement and Development Officer, you will communicate our values and mission throughout Renfrewshire. You will develop and deliver a work programme of community Advocacy engagement events with a focus on mental health. You will work with the Renfrewshire Community Mental Health and Wellbeing Fund and other community partners, to survey and confirm current levels of Advocacy skill and understanding across the community of Renfrewshire. You will develop training packages and manage a programme of delivery.

You will advise on the future direction for skills development in Advocacy in Renfrewshire and how we promote and develop the service for the overarching purpose of mitigating escalation of issues that exacerbate health and social inequalities.

**Duties:**

As an Engagement and Development Officer, you will need to:

1. Understand the role of advocacy in supporting people at risk of harm, including the effects of poverty, social isolation, homelessness etc and the resulting health and social care concerns.
2. Engage with and drive community activity and participation with those who may be at risk of harm and therefore benefit from Advocacy support.
3. Identify community skills, assets, issues, and needs through building links with other groups and agencies
4. Ensure that local people have their say on community matters.
5. Develop new resources in dialogue with the community and evaluate existing programs
6. Manage the programme of delivery of engagement and training events including promotion, delivery and logistics
7. Prepare reports and polices including end of project report, making recommendation on future direction
8. Liaise with Renfrewshire Community Health and Wellbeing Fund on activity and progress
9. Ensure coverage across the Renfrewshire area including Paisley, Linwood, Renfrew and Johnstone

**This list is neither exhaustive nor exclusive. The post holder will be expected to contribute to the ongoing development of the post and service.**

PERSON SPECIFICATION

**Engagement & Development Officer**

**QUALIFICATIONS**  Essential Desirable

|  |  |  |
| --- | --- | --- |
| SVQ3 or equivalent, or a willingness to undertake this qualification |  | ✓ |

**EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| Knowledge of and Experience in Advocacy | ✓ |  |
| Experience of Group Work |  | ✓ |
| User Involvement In Services |  | ✓ |
| Working in Equal Opportunities Environment | ✓ |  |
| Mental Health/Learning Disability/Special Needs Service User Groups | ✓ |  |
| Teamwork | ✓ |  |
| Working in Voluntary Sector |  | ✓ |

**SKILLS**

|  |  |  |
| --- | --- | --- |
| Excellent Interpersonal Skills | ✓ |  |
| Effective Communication Skills | ✓ |  |
| Presentation Skills | ✓ |  |
| Good ICT Skills | ✓ |  |
| Car Driver |  | ✓ |

**PERSONAL TRAITS**

|  |  |  |
| --- | --- | --- |
| Self-motivated | ✓ |  |
| Flexible/Adaptable | ✓ |  |
| Outgoing | ✓ |  |
| Creative Thinker | ✓ |  |