



# RECRUITMENT PACK

# ADVOCATE

Advocacy Orkney is a Company Limited by Guarantee  
Registered in Scotland No. 233455  
Scottish Charity No. SC033298  
Registered Office: Anchor Buildings, 6 Bridge Street, Orkney KW15 1HR

# ABOUT THE ORGANISATION

Advocacy Orkney is a registered charity and an independent service which provides free, confidential, and independent advocacy within Orkney.

Founded in 2002, our mission statement is "supporting your voice" and we strongly believe our duty is to help everyone in Orkney to be listened to and respected, to be involved in decisions which affect their lives, and to have access to information relevant to them.

We advocate for any adult over the age of 16 resident in Orkney. Responsive to the needs of our community our service focuses primarily on advocating for those with mental health or learning disabilities, those at risk of harm, families and on the elderly. However, our goal is to help any marginalised or vulnerable adult resident in Orkney, regardless of their particular circumstances.

Advocacy Orkney is governed by a volunteer Board Of Directors . The Board meet at least quarterly and provide strategic steer to the organisation, ensuring the Charity operates properly and that the service provision meets the needs of the people who require independent advocacy support.

We are members of the Scottish Independent Advocacy Alliance (SIAA) an organisation that promotes, supports and defends independent advocacy across Scotland and are governed by their principles.

## OUR PRINCIPLES

- Put our clients first
- Be accountable
- Be accessible
- Be independent

# WHAT IS ADVOCACY?

Independent advocacy aims to help people and groups by supporting them to express their own wishes and needs and to make their own informed decisions.

Put more simply, being an independent advocate means putting the client at the heart of what we do. We are not here to help you say what we think you should say. We are not here to help you say what our funders think you should say. We are here to help you say what you want to say.

## Examples of our service

- Helping clients know their rights, whether in general or within the context of various 'systems', such as the Mental Health system, the Community Care system or the Adult/Child Protection system.
- Helping clients to know what choices they have and what the consequences of these choices may be.
- Ensuring people are fully involved in making decisions about themselves, both by enabling people to gain access to information, exploring and understand their options, and by speaking up on behalf of people who are unable to do so for themselves.
- Providing information on Self-Directed Support (SDS), a system relating to the provision of care.
- Explaining how to obtain legal advice and working with professionals to make sure you are involved and consulted on all aspects of care and treatment.

## Advocates are not:

Mediators  
Advisors  
Campaigners  
Befrienders  
Support Workers  
Counsellors

We are an outcomes based service. Advocates cannot guarantee a result and will work to achieve the clients' wishes.

**Independence**

**Client – Led Approach**

**Confidentiality**

**Empowerment**

**Accessibility**

**Respect for Diversity**

**Accountability**

# JOB ROLE

**Job Title:**

Advocate

**Location:**

Based in Orkney, with travel across the region to meet clients in various settings such as homes, hospitals, care homes, client homes and community venues.

**Salary:**

£26, 390 FTE (£14.50 p hour)

**Hours:**

14 hours. Flexible to be negotiated

**Contract:**

Permanent

**About the Role:**

As an Advocate, you will empower individuals to have their voices heard, ensuring their rights are upheld and their views are considered in decisions affecting their lives. You will provide independent advocacy support to individuals facing various challenges, helping them navigate complex systems and make informed choices.

**Key Responsibilities**

Provide independent, person-centered advocacy support to individuals, ensuring their views and wishes are represented accurately.

Assist clients in understanding their rights and options, enabling them to make informed decisions.

Support individuals in meetings, assessments, and other relevant settings to ensure their voices are heard.

Maintain accurate and confidential records of advocacy work in line with organizational policies and procedures.

Develop and maintain effective relationships with clients, professionals, and other stakeholders.

Promote the principles of independent advocacy and raise awareness of the service within the community.

# PERSON SPECIFICATION

We are committed to building a team that reflects the diverse communities we serve. We understand that not everyone will have formal experience in advocacy or related fields, and we encourage applications from people with varied backgrounds. If you do not meet our criteria we'd love to hear from you if you are passionate about upholding rights and empowering others, motivated by our values and mission, and you are eager to make a difference. Full training will be given and you will be supported in your probation period.

## Essential criteria

- Excellent listening and communication skills with the ability to understand and reflect individuals' wishes
- Ability to build trust and maintain respectful, non judgmental relationships with people
- Strong problem solving and critical thinking skills
- A commitment to upholding safeguarding principles
- Good organisational skills and record keeping
- Strong communication and interpersonal skills, with the ability to build trusting relationships.
- Ability to work independently and manage a caseload effectively.
- Proficiency in IT, including Microsoft Office applications and CRM systems
- Willingness to travel across the designated area as required.

## Desirable criteria

- Experience working with individuals who have support needs, such as mental health issues, learning disabilities, or physical health conditions.
- Knowledge of local services and support systems.
- Knowledge of the third sector.
- Experience in delivering advocacy support in various settings.
- Understanding of the principles and values of independent advocacy.

# HOW TO APPLY

If you think this role is for you we'd love to hear from you. Please send a CV and covering letter outlining why you would be suitable for the role to [servicemanager@advocacyorkney.org](mailto:servicemanager@advocacyorkney.org)

If you would like an informal chat about the role, please email Louise McQuiad [servicemanager@advocacyorkney.org](mailto:servicemanager@advocacyorkney.org)

"Where people have their own voice, advocacy means making sure they are heard; where they have difficulty speaking up, it means providing help; where they have no voice, it means speaking up for them."

Herbert and Mould (1992) 'The Advocacy Role in Public Child Welfare'