

## **SANDWELL ADVOCACY**

### **PERSON SPECIFICATION**

#### **PROJECT OFFICER (Voices and Choices Project)**

##### **ESSENTIAL**

- Ability to assist and support older people to speak up for themselves in formal and informal settings.
- Ability to recruit, train and support a team of volunteer advocates.
- Experience and understanding of issues relating to the particular health and social care needs of older people who may have become marginalized and socially excluded.
- Sound knowledge and understanding of the fundamental concepts and principles underpinning the effective delivery of advocacy practice within an empowering framework.
- Ability to develop trusting and effective advocacy partnerships with vulnerable older adults that are underpinned by an adherence to promote an individual's dignity and respect.
- Ability to work in a way that enables people to lead the process rather than 'taking over' from them.
- Possessing good communication skills, the ability to listen, negotiate and promote the concept of informed choice and user involvement.
- Demonstrate ability to effectively promote and raise awareness of issues affecting older people experiencing long-term health conditions and the work of the Voices and Choices Project within a range of health and social care settings, utilising effective presentation methods appropriate for each situation.
- Demonstrate a commitment and understanding of equality of opportunity and an ability to work in a non-judgemental, enabling way and where necessary challenge discriminatory behaviour and practices.
- Self-motivated and able to work on own initiative, organising and planning tasks, keeping to work programme and meeting set performance indicators linked to the service specification and assessed operational outcomes.



- Ability to maintain positive relationships within the team, offering support to others and contributing to overall effectiveness of advocacy provision.
- Ability to maintain and respect confidentiality.
- Ability to undertake appropriate training in relation to the post and the needs of the organisation.
- Ability to travel locally (particularly when conducting advocacy visits to meet the requirements of the post), regionally and on occasions nationally to attend such events as conferences and training days.
- Experience of report writing and presentation of statistical information. Ability to produce case studies and monitoring information for funders.
- A knowledge and understanding of procedures around safeguarding and protection of vulnerable adults.
- An understanding of lone working practices and ability to adhere to Sandwell Advocacy's Lone Working policies and procedures.

## **DISIRABLE**

- A knowledge and understanding of providing one to one issue based advocacy.
- Ability to communicate with people who use non-conventional methods of communication.
- Ability to advocate effectively alongside individuals who may have a cognitive impairment, utilising a non-instructed (best interest) advocacy approach where necessary.
- Knowledge of the local statutory and voluntary sectors and services.
- Possess or be willing to work towards achieving the Certificate/Diploma Qualification in Independent Advocacy.
- To hold a current full driving licence and have access to a car.

