

## SANDWELL ADVOCACY

### PERSON SPECIFICATION

Advocacy Support Officer

<b>Experience</b>	Essential	Desirable	Advantageous
Work with older people		X	
Work with volunteers		X	
Experience in the use of MS Office software suite or similar	X		
Experience of ICT software (email, internet use)	X		
Use of systems of data collection, recording and analysis	X		
<b>Knowledge &amp; understanding</b>			
Older people's needs	X		
The particular needs of minority ethnic elders		X	
The particular needs of older people with disabilities	X		
The need for accurate recording and analysis of data	X		
An understanding of appropriate legislation (e.g. Data Protection, Safeguarding Adultsetc.)		X	
The need for confidentiality	X		
<b>Skills &amp; ability</b>			
Ability to provide information in a manner appropriate to the diverse needs of service users	X		
Able to record and analyse data in a systematic and coherent manner	X		
Report-writing skills		X	
Able to work as part of a team of voluntary and paid workers	X		
Able to work on own initiative	X		
<b>Training &amp; qualifications</b>			
PC literate		X	
Training or experience in advocacy setting		X	
<b>Other</b>			
Sensitive to the needs and dignity of older people	X		
To hold a current full driving licence and have access to a car.		X	