



NORTH LANARKSHIRE CARERS TOGETHER (NLCT)
ADVOCACY CO-ORDINATOR (Adult Carers)
25 Hour Post

Job Description

Hours:	25
Salary	£22,763 - £26,600 pro-rata (placement dependent on experience)
Term	Fixed term to 31 st March 2023 (continuation dependent on funding)
Responsible to:	The Development Manager

Purpose of Post - To work alongside the Board and Development Manager to implement the recommendations within the ‘Scoping Report of Independent Advocacy for Adult Cares in North Lanarkshire’.

The post will have an initial focus on all key aspects of implementation and start-up of the organisations independent advocacy service for adult carers (the services), this will include the establishment of appropriate governance, policies and procedures, database development and recording procedures in partnership with carers and key stakeholders . The role will then focus on the delivery and on-going development of a needs led service by empowering carers to express their views, wishes and choices, ensuring that adult carers are fully involved in decisions which affect their lives.

Key Areas of Activity

The post holder will be responsible for:

1. Representing the organisation in a professional manner that is appropriate to the remit of this role and promoting and implementing the aims, objectives and commitment to carers of North Lanarkshire Carers Together.
2. Establishing an Advisory Group to support the implementation of the service and taking forward key actions as part of a partnership approach.
3. Establishing a Carer Focus Group to ensure carer voices are heard as equal partners in the continued planning and development of the service.
4. Contributing to Governance support and development which will include the establishment of specific policies and procedures, Client Relationship Management (CRM) system input, monitoring and evaluation.
5. Delivering a valued service for adult carers that will:
 - Build and maintain relationships with carers based on respect, dignity and honesty
 - Enable adult carers to represent themselves, where possible or speak up on their behalf
 - Empower and involve adult carers to as much as possible in decisions that affect them with a key focus on the principles of the Carers (Scotland) Act 2016 and the Social Care (Self Directed Support) (Scotland) Act 2013
 - Liaise appropriately with statutory, voluntary and independent partners
 - Facilitate group advocacy when required, as directed by the Board or the Development Manager
6. Maintaining and developing good relationships with local advocacy providers, carer organisations and the wider community and voluntary sector in North Lanarkshire to consider areas of partnership working in relation to adult carers in North Lanarkshire.
7. Contributing to the provision of reports including statistical information relating to carers. Using agreed recording tools to detail work activity and carer outputs.
8. Participating in meetings and forums relating to the work of the post including supervision, staff team meetings and development sessions and undertaking training, as identified by the Development Manager and/or Board to support and develop your role.

9. Planning, managing and organising the workload in line with an agreed work plan which may include occasional evening and weekend work.
10. Complying with health and safety requirements.
11. Complying with data protection and confidentiality requirements.
12. Representing the organisation in a professional manner that is appropriate to the remit of this role.
13. Undertaking any other tasks that the Development Manager and/or Board may deem are appropriate to the role of Advocacy Co-ordinator (Adult Carers).