

## EMPLOYEE SPECIFICATION

**Job Title: Advocacy Co-ordinator (Adult Carers)**

<b>Factor</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications/ Training	Good standard of general education	Professional Practice Award in Independent Advocacy  Qualification such as social care, community education, community development, social care, law, information & advice
Experience	Demonstrated experience in the field of independent advocacy.  Experience of managing a caseload  Experience of utilising effective communication and creative strategies to develop participation and involvement opportunities for service users and/or carers  Experience of working on own initiative  Experience of working as part of a team.	Experience of working with unpaid carers  Experience of working within health & social care structures  Experience of service development  Experience of line management  Group facilitation skills
Knowledge/ Skills	Knowledge of carer's rights, issues and the key policy & legislation affecting carers  Understanding of equalities issues  An understanding of the issues/barriers affecting unpaid carers.	Understanding of the national and local landscape for carers.  Understanding of the legislative framework for health and social care.  Understanding of the community and voluntary

	<p>Ability to produce and contribute to written reports in line with organisational and partner requests.</p> <p>Excellent interpersonal skills demonstrating ability to</p> <ul style="list-style-type: none"> <li>- Empathise and engage effectively with carers.</li> <li>- initiate and sustain positive working relationships</li> <li>- negotiate with a range of stakeholders</li> <li>- present ideas concisely and clearly.</li> <li>- Excellent written and oral communication</li> <li>- Effective planning and organisational skills</li> <li>- Effective time management</li> <li>- Proficient in presentation skills</li> <li>- Good IT/computer skills including the use of Microsoft Office</li> <li>- Ability to work under pressure</li> </ul>	<p>sector social and political context of working with and within communities.</p> <p>Solution Focused in approach</p> <p>Experience of data input to Client Relationship Management (CRM system)</p>
<p>Personal Attributes</p>	<p>A demonstrated commitment to the principles of empowerment.</p> <p>Commitment to equality and human rights.</p> <p>An understanding of the principles, standards and benefits of independent advocacy and how this will benefit unpaid carers.</p> <p>Positive attitude</p>	<p>An understanding and empathy of the issues, challenges and barriers facing unpaid carers.</p> <p>Personal experience of being an unpaid carer.</p>
<p>Other</p>	<p>Willingness to travel</p>	

	Willingness to work out with normal office hours Ability to work effectively from home	
--	---	--