



Involving you to improve  
health and social care

# Job Description and Person Specification

<b>Closing Date:</b>	<b>Monday 7th October, 5pm.</b>
<b>Post Title:</b>	<b>Collective Advocacy Project Worker</b>
<b>Location:</b>	<b>Galashiels with regular travel across Scottish Borders.</b>
<b>Responsible to:</b>	<b>Chief Officer, Borders Care Voice</b>
<b>Salary/Rate Of Pay:</b>	<b>£23,459 (Pro-Rata) + Pension + Travel Expenses</b>
<b>Hours/Work Pattern:</b>	<b>Part Time – 21 hours per week</b>
<b>Contract Status:</b>	<b>19 Month Contract, renewal ongoing (funding dependent)</b>
<b>Disclosure Status/PVG:</b>	<b>PVG registration and check is required.</b>

## **Background: You See It All - Collective Advocacy Project**

This is a newly started project (April 2019) aimed at giving a voice to the most marginalised and socially isolated in the Scottish Borders. We aim to work with those on low incomes, empowering and developing their skills to tell their stories and educate their communities, as well as local and national decision makers. This will raise awareness of the issues they face, tackling stigma and negative stereotypes. Many of these individuals will also have lived experience of mental ill health, substance misuse, disability or long-term conditions.

### **Purpose:**

The role of the Collective Advocacy Project Worker is to lead, facilitate and develop the successful delivery of the 'You See It All' Collective Advocacy Project by:

- ❑ **Planning and Promoting the project to engage providers and recruit participants**
- ❑ **Working with project participants to co-manage and co-assess the project**
- ❑ **Facilitating and supporting Peer Action Groups & the Project Steering Group**
- ❑ **Planning training and development sessions for participants, working with freelance trainers to deliver.**
- ❑ **Helping to ensure all activities are conducted safely, with best use of resources.**

## **Principal Duties & Responsibilities**

Borders Care Voice, 3<sup>rd</sup> Floor, Triest House, Bridge St, Galashiels TD1 1SW

☎ 01896 757290

✉ [admin@borderscarevoice.org.uk](mailto:admin@borderscarevoice.org.uk)

[www.borderscarevoice.org.uk](http://www.borderscarevoice.org.uk)

Borders Care Voice is a Scottish Charitable Incorporated Organisation (SCIO): SC043731

- To plan, book and recruit to 3 x monthly Peer Action groups in eastern, south/central and western Borders. 80% of group members must either live in disadvantaged areas (SIMD postcodes) or in receipt of a means tested benefit.
- To plan and facilitate a Project Steering Group on a quarterly basis, consisting of Peer Action group members and advisors, to lead and co-assess the impact of the project.
- To attend a range of key fora, planning and decision-making meetings either in promotion of the project or in support of group members.
- To support participants' skills development and learning via informal support, as well as structured training & development opportunities
- To ensure full compliance with Borders Care Voice Health and Safety policy and support safe working practices of the team and the working environment, including training provided in other venues.
- To undertake any training required as a staff member to further develop appropriate skills and knowledge base.
- To be responsible to the Chief Officer and to report back to the Borders Care Voice Board if required.
- Other duties, as identified, to achieve the overall purpose of the post.

#### **Resource Responsibilities:**

A small budget for Training and development, Volunteer Expenses, Venues and Catering will be overseen by this post.

#### **Health & Safety Statements:**

#### **Collective Advocacy Project Worker**

To ensure the overall effective management of health & safety within the area of responsibility, for employees and anyone else affected by the work activities, through the implementation and compliance with health & safety policies, procedures and arrangements. This post involves a substantial amount of lone working and the project worker must take steps to safeguard themselves by working in accordance with our policies.

#### **Other Employees, Sub-Contractors & Volunteers**

Must take reasonable care for the health and safety of themselves, other employees and anyone else who may be affected by their work activities carried out. Employees shall work in accordance with policies, procedures, information, instructions, and / or training received.

#### **Board of Borders Care Voice**

The Board and the Chair of Borders Care Voice have overall responsibility for the health and safety of all employees, service users and public attendees at their events.

## Person Specification

**POST TITLE: Collective Advocacy Project Worker**  
**EMPLOYER: Borders Care Voice**

	Essential	Preferred
Educated to HND Level or above in Social Policy, Welfare Rights, Advocacy, Social Work or equivalent.	✓	
Experience of delivering advocacy in any format		✓
Experience of working with and supporting people of working age or older people, with lived experience of mental health, substance misuse or with disabilities and long-term conditions, particularly in a group.	✓	
Experience of working formally with public services, the third sector and local/national democratic structures.		✓
Experience of delivering co-production in public services or the third sector		✓
Competent in Microsoft Office and a good level of IT literacy	✓	
Experience of project management & delivery		✓
Good knowledge and experience of planning and delivering project evaluations, particularly through co-production with participants.	✓	
Excellent time management & organisational skills	✓	
Experience in organising groups, meetings, training events and/or conferences with and for people with lived experience	✓	
Excellent interpersonal and communication skills, including written, data analysis and report writing skills.	✓	
Ability to work on own initiative	✓	
Full Drivers Licence & access to own car	✓	

### EXPERIENCE

The successful candidate will be a confident and experienced worker; who is comfortable in leading and facilitating meetings of individuals with lived experience as advocacy, working or campaigning groups. They will be able to work with participants in a way that is collaborative and empowering to them, encouraging their self-development and confidence.

## SKILLS AND KNOWLEDGE

The successful candidate will be knowledgeable about the health and financial issues participants face, and the social and political factors contributing to this. They will have a working knowledge of our democratic structures, the rights of citizens and social policy.

## PERSONAL ATTRIBUTES

A commitment to social justice. An empathetic understanding of the social and health issues faced by people, many of whom live in poverty.

## PRE-EMPLOYMENT CHECKS

### Essential

- Confirmation of Right to Work in the UK
- Enhanced PVG Registration Disclosure Check
- References
- Confirmation of qualifications required to meet the essential criteria on the person specification

### Right to Work in the UK

Under the Immigration, Asylum and Nationality Act 2006 – we require original documentation confirming legal entitlement to live and work in the UK.

- A Passport/National Identity Card showing you are a British Citizen or an EEA or Swiss National or
- a **full** British Birth/Adoption Certificate along with an official document containing your name and permanent National Insurance number
- **or** a passport or travel document endorsed to show that you are allowed to stay in the UK indefinitely or for a limited period of time and are allowed to work is required.

Please note that a Short Birth Certificate and a Driving Licence are not sufficient to show your entitlement to work in the UK.

## OTHER DETAILS - Disclosure/PVG Registration

Under the Rehabilitation of Offenders (Exclusion and Exceptions) (Scotland) Order 2003 to the 1974 Rehabilitation of Offenders Act (ROA) Borders Care Voice are entitled to ask "exempted questions" that require applicants for certain positions to reveal their full criminal history. This means that all details of criminal convictions, whether they are spent or not, must be disclosed to help the recruiting manager assess the person's suitability for a position of trust.

### Disclosure

These "excepted professions" are set out in the Exceptions Order and include:

- certain professions in areas such as health, pharmacy and the law;
- senior managers in banking and financial services.

### PVG Registration

This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check prior to a formal offer of employment being made by Borders Care Voice.