

JOB DESCRIPTION

POST: Collective Advocacy Worker –
Experience Led Lothian wide projects

GEOGRAPHICAL REMIT: Lothian

LOCATION: Musselburgh, East Lothian and Argyle House,
Edinburgh

HOURS: 16 hours per week (FT week is 36.25 hours)

SALARY SCALE: AP4 (point 27 – 30)

SALARY: £24,293 per annum FTE, £10,723 pro rata

LINE MANAGER: Chief Executive Officer

PROJECTS

- The Experiences of Psychosis project
- “Much More Than a Label” project about Personality Disorder
- Trauma Reference Group contributing to the redesign of Trauma services in Lothian
- Lothian Voices – experience of using mental health services in Lothian, including an annual People’s Conference event.

All these projects involve working with people who have lived experience relating to the project topic. The projects aim to give a voice to people who have lived experience of mental health conditions in order to improve the future experiences of people who are receiving support and treatment.

People’s experiences can inform training for NHS staff and other care services as well as influencing strategy and policy via NHS Lothian Mental Health and Wellbeing.

Two 16 hour a week Collective Advocacy workers will work across these four projects in order to meet the work demands of each group. Operational support and guidance will be provided in addition to line management.

TASKS

- make contact and consult with groups and individuals who have lived experience of using mental health services in Lothian;
- contact and consult with other groups with an interest in the work of the project, e.g. workers, clinicians, planners of services, educational establishments;
- help the group get as much information as they can to make informed choices and understand their rights;
- use a variety of methods to help the group members to share and discuss their issues;
- distribute publicity about the project;
- research and collate information from other similar pieces of work;
- consult with national groups and projects;
- use IT to prepare reports, promotional material, and to gather information, and use databases to manage communication within and outwith the project;
- organise and facilitate meetings of the steering groups;
- enable the group to prepare and give presentations to workers, carers, clinicians, students and planners of services etc;
- work with a steering group to create and find ways to deliver experience led training or awareness sessions;
- represent the expressed views and interests of people who use mental health services;
- allocate resources within set limits;
- engage with external agencies working with equalities groups;
- report on agreed targets: recording, monitoring, reviewing and evaluating the work done.

General tasks

- work independently, prioritise workload and meet deadlines;
- work alongside other Collective Advocacy staff as required as part of the CAPS staff team and contribute to the smooth running of the office;
- have a commitment to and ensure the practical application of CAPS' policies and procedures;
- be aware of boundaries in all the relationships established in carrying out this work;
- ensure that your actions and work behaviours meet the standards set by CAPS;
- any other duties deemed relevant to the post.

CONTACTS

- people who use mental health services and other members of the public;
- mental health service policy makers, planners and commissioners;
- mental health service providers;
- mental health service monitoring groups;
- staff from other advocacy organisations;
- other CAPS' staff, volunteers, Management Committee members and students on placement with the organisation.

MANAGEMENT

You will be line managed by the Chief Executive Officer and receive support and guidance from the Volunteer Co-ordinator. You will be ultimately accountable to the Management Committee and will be expected to report to them when required. You will also take part in team meetings with other CAPS' staff.

LOCATION

This post is based in CAPS' office in Musselburgh, East Lothian and in Argyle House, Edinburgh. However, you will be expected to travel throughout Lothian and occasionally outside the area. In work travel expenses will be reimbursed.

FUNDING

This post is fixed term until 31 March 2018 and will continue thereafter subject to continued funding by NHS Lothian.

EMPLOYER

Your employer will be CAPS' Management Committee.

TRAINING

You will be expected to participate in training and personal development as identified through supervision with your line manager. You may also ask for particular pieces of training. It may not be possible to approve a particular piece of training if we do not have the resources.

You may have to undertake some evening and weekend work, which will be accommodated into the contractual hours.

ABOUT CAPS

CAPS is an Independent Advocacy Organisation which works with people who use or have used mental health services to make sure their voice is heard. The main purpose of CAPS' work is therefore to assist people who use mental health services, as individuals or as members of a group, to set their own agenda, make their wishes and needs known and to have a say in how they live and what services they use.

We are set up so that the organisation and its advocacy workers are as free as possible from influences that might conflict with the interests of the people who use our service. CAPS was established in 1991.

More information about the particular projects is available on our website: www.capsadvocacy.org

MISCELLANEOUS

For the good of CAPS, all staff have a duty to be flexible enough in their working practice to support the work of other functions within the organisation.

This post will be subject to membership of the Protecting Vulnerable Groups Scheme (PVG Scheme) and appropriate check.

CAPS is a Scottish Charitable Incorporated Organisation.
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