

INDIVIDUAL ADVOCACY MANAGER

PERSON SPECIFICATION

ESSENTIAL

- Have experience of delivering independent individual advocacy: working in a way that is directed by the interests, views and wishes of the people you are working with;
- Have a good understanding of the SIAA Principles and Code of Practice for Independent Advocacy;
- Good IT skills: ability to use Microsoft Office computer packages, including Word and Outlook;
- Have experience of working alongside people who use mental health services and have knowledge of the issues they face;
- Have experience of managing a small team of autonomous workers;
- Have a good understanding of current Data Protection legislation and how it applies to Independent Advocacy;
- Have experience of working independently and managing your own work; completing tasks to agreed timescales – being self motivated and able to use initiative appropriately;
- Have experience of recording information for monitoring and evaluation purposes; generating statistics and preparing reports;
- Be able to communicate effectively with a range of people, both verbally and in writing;
- Have a good understanding of the importance of confidentiality and Adult Support and Protection legislation.

DESIRABLE

- Have a driving licence and use of a car.