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**CAPS Independent Advocacy**

**JOB DESCRIPTION**

POST: Collective Advocacy Worker – Oor Mad History project

GEOGRAPHICAL REMIT: Lothian-wide

LOCATION: Musselburgh, East Lothian

and Argyle House, Edinburgh

HOURS: 28 hours per week (full time is 36.25 hrs per week)

SALARY SCALE: AP4 (point 27 – 30)

SALARY: £25,027 per annum FTE (£ 19,331 pro rata)

LINE MANAGER: Collective Advocacy Manager

**Aims of the Project**

To remember, record and promote the history of the Lothian mental health service user movement and educate people about it.

To raise awareness about the key role people with mental health issues have played and continue to play in developing mental health services in Lothian

To challenge stigma and discrimination about people who use mental health services

To stimulate debate about mental health with wider audiences and the public.

To enable people who have mental health issues and/or who use mental health services to see themselves and be seen by others as active agents of change.

To strengthen the collective voice of people with mental health issues, the “mental health service user movement”, today and in the future.

**Objectives**

* Maintain the paper based and oral history archive and create digital archive records.
* Work with a collective advocacy group to develop a community- based course and enable them to deliver this through the CAPS Education as Advocacy programme using a mix of blended learning methods.
* Facilitate a collective advocacy group so people with lived experience of mental health issues can continue to identify opportunities to have their voice heard and shape the direction of the work of the Oor Mad History project.
* Work co-operatively with Queen Margaret University (QMU) on their delivery and development of the Mad People’s History and Identity course and the Mad Studies MSc.
* Encourage those who have studied at QMU to participate in awareness raising of the history of madness by participating in research, attending conferences and presenting their learning.

**Project Tasks**

* Make contact and consult with people who have lived experience of using mental health services in Lothian;
* Facilitate a collective advocacy group for people with lived experience of mental health issues who are interested in learning about and promoting the history of the mental health movement;
* Create a safe space where all group members can share and discuss their experiences and issues;
* Build positive working relationships with participants in the project;
* Raise awareness of this project and distribute publicity via social media and email;
* Connect with national groups and organisations with an interest in the work of the project, e.g. workers, clinicians, planners of services, educational establishments;
* Use IT to prepare reports, promotional material, and to gather information, and use databases to manage communication within and outwith the project, adhering to GDPR procedures;
* Report on agreed targets: recording, monitoring, reviewing and evaluating the work done;
* Engage with external agencies working with equalities groups;
* Assist volunteers to deliver experience led training to workers, carers, clinicians, students and planners of services etc, through Education as Advocacy;
* Research and collate information from other similar pieces of work;
* Prepare and give presentations to a range of stakeholders;
* Support people with lived experience to deliver presentations, speeches or workshops around the topic of Mad People’s History and identify and source any skills development opportunities they require.
* Work collaboratively with contacts at QMU on course development with delivery partners and visiting lecturers.

**General tasks**

* work independently, prioritise workload and meet deadlines;
* support the work of the CAPS staff team and contribute to the smooth running of the organisation;
* have a commitment to, and ensure, the practical application of CAPS’ policies and procedures;
* ensure all your work behaviours display an anti-racism approach and challenge any prejudice and discrimination shown to people with protected characteristics.
* be aware of boundaries in all the relationships established in carrying out this work;
* 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;
* staff from other advocacy organisations;
* QMU employees, visiting lecturers and students on the Undergraduate and Masters courses;
* other CAPS’ staff, volunteers, Management Committee members and students on placement with the organisation.

**MANAGEMENT**

You will be line managed by the Collective Advocacy Manager through regular supervision sessions. 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 Argyle House, Edinburgh. You may be expected to travel throughout Lothian and occasionally outside the areas. Travel expenses will be reimbursed.

**FUNDING**

This post is funded until 31 March 2025 and thereafter is 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.

Occasionally you may have to undertake some evening and weekend work, which would be accommodated into the contractual hours.

**ABOUT CAPS**

CAPS is an Independent Advocacy Organisation which provides Individual Advocacy to people from East Lothian and Midlothian who have mental health issues or are using drugs and alcohol. We also provide advocacy for children and young people going through the Children’s Hearings process, in these areas.

We provide Collective advocacy to groups of people across Lothian with mental health issues so they can come together and voice their experiences in order to bring about change for others or improvements in services.

The main purpose of CAPS’ work is therefore to assist people, through advocacy, as individuals or as members of a group, to set their own agenda, make their wishes known and to have a say in how they live and what services they use. Visit our website for more details [www.capsadvocacy.org](http://www.capsadvocacy.org)

We are set up so that the organisation and its staff are as free as possible from any conflicts of interest. We are independent from the people who fund us and those who provide other services to the people we work with. CAPS is a member of the Scottish Independent Advocacy Alliance (SIAA) and we adhere to the Principles and Standards of Independent Advocacy. CAPS was established in 1991.

**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.

Scottish Charity number SC021772