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| **Job Description**  |

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| **Job Details** |
| Job Title | Collective Advocacy Development Worker (full-time 35hours) |
| Location: | Fife |
| Line Manager:  | Service Manager  |
| Accountable to: | Board of Directors of People First (Scotland) through the Company Secretary, Executive Committee and Staffing Committee in the first instance  |

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| **Main Purpose of Job** |
| Realisation of the Human Rights of Fife citizens with learning disabilities. To support collective advocacy where groups of local people with learning disabilities meet together, discuss issues from their own lives and the lives of other people who have learning disabilities. Workers facilitate members’ support of each other and work with groups and individual members to consider and develop suggestions, solutions and demands. Ideas and issues then brought by member representatives to those who control services, policy and law to tackle the inequalities and discrimination that members face and to bring about improvements in the life experience of people with learning disabilities in Scotland. |

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| **Duties and Responsibilities** |
| **Development Tasks** * Develop, encourage and support locality-based People First self-advocacy groups in the local authority area.
* Support and develop the area wide committee, as an independent collective advocacy arrangement for people with learning disabilities.
* Establish, and facilitate women’s and men’s groups (at times supported by gender appropriate volunteers) where gender specific issues can be explored and discussed.
* Establish and facilitate collective advocacy and access to People First (Scotland) for patients and residents of Assessment and Treatment Units, Care homes and similar services
* Enhance the confidence, develop the community presence and support the skill development of citizens with learning disabilities through the processes of self-advocacy.
* Develop and maintain a range of flexible and person-centred opportunities for the involvement of members and other people with learning disabilities including those who use services.
* Support and encourage member involvement in planning with service agencies and commissioners in the area.
* Support members elected to represent the organisation in meetings with local authority, health board, service provider and other partner contacts.
* Achieve participation of Area People First groups and individual member representatives in the national (and ultimately international) parts of the People First movement.
* Provide a limited response to requests for individual self-advocacy support from existing group members, which may include signposting to other agencies.
* Develop increased understanding among members of Human Rights, Self-directed Support, methods of Personal Planning and Supported Decision Making including options of support described in national and local strategy.
* Develop increased member understanding and awareness of issues of human rights, discrimination and exploitation, developing member confidence to challenge oppression.
* Contribute to changing attitudes amongst service staff and members of the public by supporting members to participate in elements of training and other awareness raising.
* Establish and maintain working partnerships with other advocacy initiatives in the area.
* Recruit, train and support volunteer advisers.
* Write reports and complete evaluation tasks. Including for funders and internal purposes.
* Support the production of publications, information sheets and newsletters in partnership with active members and development worker colleagues.

**Other Duties** * Attend staff team meetings and support other team members
* Responsibly manage the petty cash allocation for Fife
* Keep accurate records of activities for timesheets and for regular reports to funders
* Participate in supervision arrangements
* Supervise students on placement within People First when required
* Respond appropriately to requests for information and share information with colleagues as appropriate
* Attend Board meetings and the (currently digital) Small Director Groups of People First (Scotland)
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| **Person Specification**  |
| **Qualifications** |  * Professional qualification in Social Work, Community Education or similar is not required but may support your application.
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| **Relevant Experience/Knowledge**  | * Experience/knowledge of advocacy or self-advocacy practice, methodologies and processes.
* Experience of working in or with groups, identifying development needs of individual participants and groups.
* Knowledge of service systems for people with learning disabilities and/or knowledge of the experience of people with learning disabilities in our society.
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| **Skills and Abilities**  | * High level of literacy and numeracy with the ability to assimilate, analyse and accessibly describe the content of complex information.
* Ability to motivate others, engaging and encouraging participation.
* Skilled in developing relations with the public, internal teams and outside agencies.
* Ability to work in partnership with a range of stakeholders including service providers, community organisations and statutory bodies.
* Proficient in planning and leading group sessions that have learning or development outcomes.
* Excellent people and leadership skills with the ability to engage effectively with people at all levels.
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| **Personal Attributes** | * Commitment to social justice, equality and anti-discriminatory and anti-oppressive practice
* Highly developed empathic awareness and skilled in empathic communication
* Desire to work with others to make People First (Scotland) the best it can be.
* Actively demonstrates the values held by People First (Scotland)
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| **Working with People First (Scotland)**  |
| **Salary Range** |   24,996.00 per annum  |
| **Hours of work** | 35 hours per week. |
| **Duration of Contract** | This position of Collective Advocacy Development Worker Fife is funded via revenue provided by Health & Social Care, c/o Fife Council. The contract will terminate if the funding is no longer available (for whatever reason) to support the post.  |
| **Pension Scheme** | Pension allowance of up to 5% of gross salary, matched by the employee’s contribution  |
| **Leave**  | 25 days annual leave 13 days public holidays Contractual Sick Pay scheme |
| **Other** | Car mileage paid at 45p per mile or refunded (when approved) travel by public transport 2nd class. |