**THE ADVOCACY PROJECT**

**Job Description**

**SDS Co-ordinator**

**Salary:** £24,666 - £25,624

**Hours:**  35 per week (Full-time)

**Duration of Post:** to March 2021

**Purpose of Post:**

In line with the “Support in the Right Direction” initiative the purpose of the post is to provide independent advocacy support to people navigating the Self Directed Support process across the geographical areas The Advocacy Project serves. To ensure that individuals can access their rights as defined in the Social Care (Self Directed Support) Scotland Act 2013.

By empowering people to engage, express their views and contribute meaningfully to the Self Directed Support process ensures they are able to have as much control as possible of decisions which affect their care, support and quality of life.

The post holder will coordinate and lead in the delivery of this project.

This will be achieved by:

1. **Working with individuals** in line with the principles and aims of the organisation.
2. **Leading** on project development of the SDS work to meet the specified outcomes.
3. **Coordinating** the activities of the advocacy team**.**
4. **Reporting** on the desired objectives of this service development to management and funding bodies.
5. **Managing** your workload efficiently in accordance with the policies and procedures of the organisation.
6. Working as an individual but also as part of a **team.**
7. Developing your skills on an ongoing basis by undertaking organisational training & development, identifying opportunities for **learning**.
8. **Promoting and raising awareness** of the organisation and its services.

**Main Responsibilities**

**Project Co-ordination**

* Co-ordinate and contribute to the delivery of the organisation’s advocacy provision for individuals or groups going through the SDS process.
* Adopt a co-productive approach to working with partnership agencies to ensure people’s support and choices are optimised.
* Measure, analyse & report upon service performance against service indicator.
* Produce monitoring reports for funders and co-lead service review against performance findings.

**Case work Management**

* Manage a caseload in line with organisational service criteria.
* Build and maintain relationships with individuals based on mutual respect, dignity and honesty.
* Enable individuals to represent themselves, where possible, or speak up on their behalf.
* Empower and involve individuals as much as possible in decisions that affect them.
* Apply appropriate strategies to ensure effective case escalation.
* Liaise with statutory organisations and voluntary groups as directed by the needs of the individual or group.

**Self Management**

* Be responsible for the effective management of a caseload.
* Coordinate the activity of the team delivering the service.
* Be responsible for implementing the policies, procedures and protocols of the organisation.
* Be responsible for personal safety in and out of the office in accordance with the organisation's Safety Procedure.
* Be responsible for the administrative duties of the post, both operational and personal.
* Participate in the support, supervision and appraisal development process.

**Leadership**

* Share relevant information and give support and encouragement to colleagues.
* Arrange, lead and participate in team meetings.
* Assist in the development of the organisation by participating in development days, task groups etc when required.

**Learning**

* Undertake organisational training & development, including the Professional Practice Award in Independent Advocacy. Assist in identifying learning needs for the team.
* Feedback on learning opportunities.
* Contribute to the provision of learning and development when required.

**Promoting the service**

* Present a positive image of advocacy and The Advocacy Project at all times.
* Network with other organisations and agencies and represent The Advocacy Project at different events.
* Assist the Management Team in raising awareness of the service.