

The Circle

33 Rockingham Lane

Sheffield

S1 4FW

0114 2536750

[info@disabilitysheffield.org.uk](mailto:info@disabilitysheffield.org.uk)

www.disabilitysheffield.org.uk

June 2019

Dear Applicant

**Advocacy Manager**

Thank you for your interest in the above position with Disability Sheffield.

We ask you to fill in your application carefully, giving all relevant information and in particular setting out the ways in which you meet the competencies outlined in the job description and person specification. You should provide clear and concise examples of when you have had to use the necessary skills. Your application should be typed or completed in black ink.

If you have any questions or would like an informal chat about the post please email [lucy.davies@disabilitysheffield.org.uk](mailto:lucy.davies@disabilitysheffield.org.uk)

Your completed application should be returned to us by **8am on Monday 15th July 2019.**

Late applications and CVs will not be accepted.

Please email your completed application form to: [emily.morton@disabilitysheffield.org.uk](mailto:emily.morton@disabilitysheffield.org.uk)

Or; post to:

Emily Morton, Disability Sheffield, The Circle, 33 Rockingham Lane, Sheffield S1 4FW

Interviews will be held on **Tuesday 23rd July 2019**

Disability Sheffield has a policy of shortlisting and interviewing all disabled applicants who meet the minimum requirements for their jobs. The law will allow this. It would not be unlawful discrimination against a non-disabled applicant who also meets the minimum requirements but is not shortlisted.

Kind regards

Emily Morton

Chief Executive

**Job Details**

**Job Title** Advocacy Manager

**Office Location** The Circle, 33 Rockingham Lane, Sheffield, S1 4FW

**Salary** £22,788.00 actual salary (full-time £28,485.00)

**Pension** 6% employer contribution

**Hours** Part-time 28 hours per week (f/t 35 hour week)

**About Disability Sheffield**

Disability Sheffield is a registered charity and a Disabled People’s User Led Organisation (DPULO). DPULOs are organisations run by disabled people, for disabled people.

Since 2003, our small local charity has been enabling disabled people in Sheffield to overcome the barriers that prevent them from being fully included in society.

We are committed to and promote the *Social Model of Disability.* We believe that people with impairments are disabled by the barriers they face in everyday life such as inaccessible communication formats, people’s attitudes or inaccessible buildings and not by the way their minds and bodies work.

The majority of our dedicated team (trustees, staff and volunteers) have personal experience of living with an impairment. We are therefore well place to equip disabled people with the knowledge and confidence to address the challenges they face.

We work alongside disabled people, organisation that represent them, the statutory and voluntary sectors, and the wider community to:

* Promote inclusion, choice and control
* Encourage independent living
* Challenge negative perceptions of disability
* Give a collective voice to one of Sheffield’s lesser heard communities

**What We Do**

We focus on improving the quality of life of disabled people and their families. We offer a wide range of disability-related information, provide an advocacy service, and facilitate activities to enhance health and well-being.

Our advocacy service supports disabled people to exercise their rights and be fully involved in decisions about their life. The team is currently made up of an advocacy manager, 5 part-time advocates and 3 advocacy volunteers.

**Job Description**

**Main Purpose of Job**

To be accountable for the delivery of an independent advocacy service for disabled people, and for promotion and development of the service. The Advocacy Manager will work to ensure that all advocates develop high degrees of competence in their practice by acting as a role model and through performance management and development. The Advocacy Manager will support the Chief Officer in ensuring the operational effectiveness of the team.

**Duties and Responsibilities**

* To ensure the running of an advocacy service which delivers independent advocacy in line with the Advocacy Code of Practice.
* To be responsible for the recruitment, induction, and line management of paid advocates; including supervision, appraisal, training and development.
* To be responsible for recruiting, supporting and developing volunteer advocates.
* To be the work-based supervisor for Social work students on placement.
* To deliver advocacy to disabled adults – statutory and non-statutory advocacy
* To support individuals to have a voice, make choices, and secure services.
* To carry a small case load, including; case recording, writing reports, formal complaints, and face to face support in meetings and appointments.
* To liaise with other partners in the Advocacy Hub to develop and improve advocacy practice in the city.
* To deal with operational matters in relation to the Advocacy Hub eg referral management, case management system development, work protocols, proformas, publicity, and training.
* To assist the CEO in monitoring the advocacy budget.
* To write reports for funders, attending meetings relating to funding and contracts.
* To develop the service including initiating specific projects, applying for funding, monitoring delivery.
* To keep the Board updated on delivery and development of the advocacy service, including attendance at Board meetings as required.
* To be the organisational Safeguarding Lead
* To be responsible for maintaining Disability Sheffield’s award of the Advocacy Quality Mark, including policy review and development.
* To ensure the advocacy service works within Disability Sheffield policies around information holding, and in line with the GDPR.
* To feed into the wider work of Disability Sheffield, participating in forums and strategic discussions around issues affecting disabled people in Sheffield.
* To contribute to the wider running of Disability Sheffield.
* To deputise for the CEO providing support and oversight of non-advocacy projects in the organisation as required
* To undertake any other tasks, duties or projects which may arise from time to time which are commensurate with the general level of this post and as directed by the Board of Trustees

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The CEO may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.

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|  | **Essential** | **Desirable** |
| Experience of working as an advocate | x |  |
| Experience of supervising staff and volunteers | x |  |
| Excellent knowledge of social model of disability | x |  |
| Excellent understanding of inclusion and equality | x |  |
| Highly skilled in communicating (written and verbal) | x |  |
| Experience of working to deadlines and managing competing priorities | x |  |
| Sound understanding of safeguarding principles | x |  |
| Broad understanding of health and social care policy and systems | x |  |
| Ability to operate case management system for recording and reporting | x |  |
| Personal experience of disability through self or family |  | x |
| Experience of delivering statutory advocacy |  | x |
| Experience of managing partnership working |  | x |
| Experience of developing systems and policies |  | x |
| Certificate or Diploma in Independent Advocacy (City and Guilds) |  | x |

**Person Specification**

**Terms and Conditions of Employment**

Outlined below are some of the main terms and conditions of employment relevant to all employees of the organisation

**Probation**

All posts are subject to a probationary period of three months unless otherwise stated on the letter of appointment, during which your performance will be reviewed from time to time.

**Location**

The main location for this post is currently The Circle, 33 Rockingham Lane, Sheffield S1 4FW. You may be required to work in other locations from time to time, including occasional meetings in other parts of the UK.

**Salary Payment**

The commencing salary will be as stated in the contract of appointment. Salaries are paid per calendar month on or around the 20th, by direct credit transfer into a bank or building society account.

**Pension Scheme**

You are entitled to a contribution of 6% of gross salary to an approved Pension Scheme, currently NEST. Government auto-enrolment pension requires you to contribute a certain % of your salary, currently 2%. You may choose to make an additional contribution from your own salary subject to the maximum allowed for tax purposes.

**Annual Leave**

The holiday year runs from 1 April to 31 March. Holiday entitlement is 33 days per year (including 8 bank and statutory holidays). Holiday will be calculated on a pro-rata basis for part-time staff.

**Sick Leave**

The organisation sick leave arrangements are; one month full pay and one month half pay in any rolling one-year period

**Notice Period**

For the Advocacy Manager post 2 months’ notice of termination is required from the employee.

**Disclosure and Barring (DBS)**

This post is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service