

PERSON SPECIFICATION – Advocacy Director

All criteria will be tested in both application and interview

Qualifications

Essential

- Relevant degree/professional management qualification or equivalent work experience

Desirable

- National Advocacy Diploma and specialist units

Knowledge

Essential

- Understanding and knowledge of advocacy practice and policy, both locally and nationally
- Well-developed understanding of the voluntary and community sectors and knowledge of structures and systems in the statutory sector
- Understanding of the role of leadership within organisations
- Knowledge and awareness of your own support and development needs
- Knowledge of Quality Management Systems and Frameworks (such as the NDTI Quality Performance Mark, PQASSO or ISO 9001)

Desirable

- A sound understanding of the principles of Independent Advocacy
- Knowledge of relevant health and social care legislation (e.g. Mental Capacity Act 2005, Mental Health Act 1983, legislation relating to the safe guarding of vulnerable adults, DOLS and role of the RPR, Care Act 2014)
- Knowledge of non-instructed advocacy models such as 'the watching brief'

Experience

Essential

- At least two years management experience, preferably in the voluntary and community sector
- Experience of managing and supervising teams or services
- Experience of client involvement/co-production
- Experience of working with voluntary and community organisations, and specifically advocacy organisations

- Experience of working with a range of stakeholders on service development and improvement
- Experience of involvement with strategically/organisational/service/team planning
- Experience of preparing successful funding bids and other relevant income generation

Desirable

- Experience of management of advocacy teams, project or services
- Experience of working as an Independent Advocate (including the IMCA, IMHA, and RPR roles)

Skills

Essential

- Ability to keep abreast of the relevant information pertaining to your service areas, including legislation, local networks, local and national strategies etc.
- Ability to plan, write and submit tender submissions and/or successful grant applications
- Ability and willingness to undertake internal hands-on management if required
- Ability to think creatively, provide inspiration and take a vision through to fruition while also having an awareness of the detail
- Ability to work in partnership with a variety of agencies in a constructive way that fosters trust and mutual respect
- Competent in the use of IT generally, and specifically Windows based software sufficient to be self-servicing
- Ability to communicate effectively and concisely with a range of different audiences in a variety of formats, including presentations
- Willing and able to take strategic direction from, and to work collaboratively with, the Senior Management Team and the Board of Trustees
- Proven ability to positively influence others and to drive change
- Good written communication skills and the ability to produce high quality correspondence and to draft reports
- Proven ability to encourage and develop team-working
- Ability to deal with relationships and issues diplomatically and sensitively
- Ability to line-manage staff and manage projects
- Proven ability to prioritise own work and to work on own initiative with little direct supervision whilst managing competing priorities.

Personal Qualities

Essential

- A commitment to equality, diversity and fairness and an ability to apply these principles in practical decision making
- High level of self-awareness and commitment to your own professional development
- A commitment to empowerment in all contexts
- A commitment to client involvement and a co-productive approach
- A strong sense of personal accountability for developing Advonet and increasing the range and scope of its work
- Strong interpersonal skills including emotional intelligence and the ability to empathise
- Positive solution focussed approach with demonstrable ability to find creative solutions

Desirable

- Relevant lived experience (i.e. personal experience of being in need of the services provided by an organisation such as Advonet.)