



Job Description



Job Title:	Recovery Advocate
Location:	South Ayrshire
Hours:	Full Time 37.5 hours
Salary:	£26,228.48 per annum
Responsible to:	Service Manager
Key working Relationships:	Service Manager, Lead Advocate, Advocates, HSCP

About the organisation:

Circles Network is a UK-wide charity that works under the founding principles of justice, advocacy, empowerment, and friendship. Our work nationwide is organised into four key segments: Circles Community, Circles Advocacy, Circles Equine and Circles Academy.

Our mission is to support disabled and disadvantaged people of all ages and empower them to live fulfilling and inclusive lives. We are dedicated and passionate individuals committed to delivering the highest quality support, with the values of inclusion at the heart of everything we deliver. We believe everyone has a voice and the right to be heard.

Circles Advocacy South Ayrshire supports anyone over the age of 16 who lives in South Ayrshire and is experiencing one or more of the following: mental ill health, dementia, learning, physical or sensory impairments, acquired brain injury, chronic/long term illness, autistic spectrum diagnosis, drug or alcohol dependency, personality disorder, and those receiving self-directed support budgets. We support individuals to understand their rights, raise issues they are worried about and ensure safeguarding in situations where they may be vulnerable.

Job Summary:

- To assist the Service Manager and colleagues by providing independent recovery-based advocacy with adults experiencing difficulties relating to alcohol or drug use.
- To facilitate opportunities for inclusion and empowerment for individuals accessing advocacy support.
- To work closely with colleagues and ensure work is of a consistently high quality and reflects the values of Circles Network.

Main duties and responsibilities:

- Provide independent advocacy to individuals in compliance with the Mental Health (Care and Treatment) (Scotland) Act 2015, the Adults with Incapacity (Scotland) Act 2000, Adult Support and Protection (Scotland) Act 2007 and any other relevant legislation. Full induction and training will be provided.
- Maintain professional advocacy standards in line with good practice guidelines and ensure that all individuals are supported appropriately, including safeguarding the rights of individuals who have been deemed to lack capacity.
- Source and provide relevant information on a range of services in the local area and promote awareness of statutory rights.
- Identify ways in which to engage particularly vulnerable and isolated individuals.
- Maintain accurate records in a clear and concise manner, with strict adherence to confidentiality and data protection policy.
- Ensure good time management.
- Contribute to internal and external meetings and forums in line with job role.
- Contribute to written reports on work relating to the service in line with job role.
- Any other tasks commensurate with the work of the service as determined by the service manager.

Person Specification:**Qualifications and Training:**

- A driving licence or the ability to travel to multiple locations.
- Proficiency with Microsoft Office 365, particularly Word and Outlook.

Experience:

- Personal lived experience of recovery from alcohol and/or drug addiction.
- An understanding of Independent Rights Based Advocacy.
- Experience/understanding of advocating for self or others.
- Experience handling confidential data sensitively and in line with data regulations and legislation.

Personal Attributes:**Competence – *To have the ability to carry out your work efficiently and effectively.***

- Ability to work with legislation relevant to role and interpret and apply the principles of legislation to 'real life.'
- Ability to work on own initiative and as part of a team.
- Demonstrate a high level of accuracy and attention to detail.

Commitment – *To show dedication and attentiveness towards those you support and the wider organisation.*

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- Demonstrate continuous drive towards personal and service improvement and growth.
- A true belief in the values of inclusion and a passion to support people to uphold them.
- Willingness to participate in initiatives to further develop advocacy services in line with job role.

Care and Compassion - *To understand how other people may be feeling, showing concern/interest in their issues and lives.*

- Demonstrate a warm and welcoming attitude which celebrates and respects individual differences.

Communication - *To be able to successfully share ideas, feelings, and information.*

- Good spoken and written communication skills.
- Possess exemplary interpersonal skills and ability to actively listen and respond to people, particularly those who may have difficulty expressing their views.

Creativity - *To use imagination and original ideas to support the development of your work.*

- To create, use and work with accessible materials to support different communication styles and preferences.
- Open to developing different ways of engaging with people from diverse backgrounds, including in group settings.

Intuition and Self Awareness - *To understand instinctively those you support and be aware of the impact you have on others.*

- Ability to manage conflict and perceived challenging behaviour, and remain calm in difficult situations.
- Be patient, tactful, diplomatic and approachable.
- Safeguard your wellbeing and adhere to all relevant policies.

Authenticity and Integrity – *to be an honest and genuine person.*

- Have or be willing to undertake a Protecting Vulnerable Groups (PVG) check.
- Understand the need for clear boundaries while supporting people.
- Be critically reflective and committed to professional development, coaching, and appraisal processes.

Connection - *to show connection in your relationships.*

- Remain independent while working towards the expressed interests of advocacy partners.
- Develop good working relationships with advocacy partners and other professionals.
- Develop good local knowledge of the systems and services available in South Ayrshire and beyond.