



Person Specification

Advocate (Care Act)
21 hours per week
Starting salary: £22,462 pro rata

To cover maternity leave ending no later than mid-June 2020

Factors	Competence level required	Essential/ Desirable	Where Evidenced
Experience	Experience of working with people with multiple and complex needs and supporting individuals to make positive changes towards becoming work ready.	E	A, I
	Experience of working with different levels of statutory and voluntary agencies.	E	A, I
Knowledge / Qualifications	Understanding of the barriers that prevent people from taking part in volunteering, educational and employment opportunities.	E	A, I
	Knowledge of the Care Act 2014 and Personal Budget	E	A
Skills/Abilities	Strong commitment to enablement and empowerment of participants to assist them to address exclusion.	E	A, I
	Ability to work holistically and identify and engage wider partner services as relevant for the participant as identified in Care Act assessments and reviews.	E	A, I
	Good IT skills in e-mail, word processing and data entry including being prepared to learn and use Management Information Systems.	E	A

	Excellent verbal and non-verbal communication	E	A, I
Working requirements Disposition and Attitudes	Ability to arrange own transport and be prepared to attend home visits, meetings and hearings across Derby and Derbyshire.	E	A
	Commitment to and understanding of Law Centre's aims.	E	A, I
	Self-motivated and is able to work under own supervision and manage work priorities and meeting deadlines.	E	A, I
	Able to maintain confidentiality.	E	A, P
	An in-depth understanding and strong commitment to anti discriminatory practice in the workplace and in service delivery	E	I

Key –

A = Application Form

P = Pre employment checks

I = Interview

T = Test/Assessment

E = Essential Criteria

D = Desirable Criteria