

PERSON SPECIFICATION



JOB TITLE: Independent Professional Advocate

ESSENTIAL

- Educated to GCSE (or equivalent) standard and be able to demonstrate excellent English language skills
- Excellent verbal and written communication skills
- Commitment to undertake/participate in appropriate training
- Ability to work with minimum supervision.
- Ability to use a person-centered approach.
- Ability to work on your own or within a team.
- Ability to plan and prioritise your own workload.
- Flexible approach to work and a can do attitude
- Ability to use your own initiative and seek solutions to issues.
- Ability to keep accurate and concise records.
- Drivers license and access to a car with a willingness to travel throughout the area
- Good knowledge of Microsoft Office.
- Commitment to confidentiality, equality and diversity, equal opportunities and safeguarding policies, with a positive attitude to ageing.
- Commitment to the aims of Age Connects Cardiff and the Vale.
- Good understanding of the principles of advocacy
- An understanding of the Social Services and Well-being Act and its application to advocacy work.

DESIRABLE

- Achieved qualification in advocacy (or commitment to achieve).
- Experience of communicating and liaising with voluntary and statutory agencies.
- Experience of producing case studies
- Data entry skills.
- Knowledge of the wider health and social care environment.
- Ability to communicate in Welsh.

REMUNERATION

- Salary - £17,200, Annual leave 27 days plus bank holidays pro-rated to hours worked.
- Tenure - Permanent
- Location - Home based and Community
- Working hours - 28 hours

APPLICATION PROCESS

First interview via Zoom:

Second interview in person:

Successful candidate will be required to pass an enhanced DBS check

Age Connects Cardiff and the Vale is an equal opportunities employer.