

Statutory Advocate Candidate Pack

We want a world that is Disability Positive



disability
positive



Charity No: 1091744
Company No: 4050994

The new name for
Cheshire Centre for Independent Living (CCIL)

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Introduction

Dear Candidate,

Thank you for your interest in Disability Positive, a charity that has dedicated itself to the lives of people with lived experience of disability and long-term conditions, and their families across Cheshire and surrounding areas since 1992.

We pride ourselves on being a great place to work and progress, and we employ an amazing workforce of over 70 people. We have experienced substantial growth since inception and our services have successfully increased to the point that we are well recognised as a trusted, influential, and supportive organisation; providing services, opportunities, and voice to over 10,000 people with lived experience of disability and long-term conditions per year.

We know it matters, as we live with disability and long-term conditions too.

We hope that you are the kind of person we are looking for, someone; organised, driven and professional to work within our advocacy team. If you are interested in the role, please return your completed application to hr@disabilitypositive.org

We'd love to hear from you.

Lynne Turnbull
Chief Executive Officer



Who are we?

We are Disability Positive.

We are a charity based in Cheshire and work mostly in the North West. We love working with others who think like us.

We provide services, opportunities and a voice to people living with disability and long-term health conditions and their families.

We have services to help people with everyday life, being part of their local community and looking after their own wellbeing.

We can offer advice, help with practical tasks and advocate for people in lots of different situations.

We listen and share people's experiences to influence positive change in government policy.

We know it matters, because we live with disability and long-term health conditions too.

Our Values

- **Positive:** It's not just our name, it's how we approach every challenge and opportunity.
- **Collaborative:** We don't believe we can do everything ourselves; we love working with others who think like us.
- **Representative:** We are here to be the voice of people living with disability and long-term health conditions.
- **Ambitious:** We are not going to change the world without thinking big.
- **Trustworthy:** We need to be a place where people feel safe and can come freely for honest and impartial advice and support.

The social model of disability is the starting point for everything we do and is the idea that people are not disabled by their condition, but by a world that doesn't meet their needs.



Our Services: For Adults

Arrangement of Care and Support Service

Support with making sure people's care works for their needs.

Advocacy

Supporting people to say what matters to them and upholding their rights.

Good Company

A fully accessible social group for adults, meeting regularly with the opportunity for day trips too.

Payroll

Supporting people who employ Personal Assistants with payroll management.

Supported Banking

Getting support with banking and auditing for direct payment recipients.

Learning Service

Access to learning and development opportunities for people who employ Personal Assistants, and their Personal Assistants.



Our Services: For Children and Young People

Advocacy

Supporting people to say what matters to them and upholding their rights.

Arrangement of Care and Support Service

Support with making sure people's care works for their needs.

Cheshire West Creative Breaks

For parents or carers of a child or young person aged 0-19, living in the Cheshire West and Chester area, who need a short break from their caring responsibilities.

Buzz Youth Group

A fully accessible youth group supporting those aged 5-18 to try new things and meet new friends.



Our Services: For Everyone

Volunteer Opportunities

We couldn't be without our team of dedicated and enthusiastic volunteers. People can volunteer their time across a range of services, or join us for a work placement, to gain new skills and contribute to our work.

Membership

We need our members to share their views so that we can continue to develop our services, and be a strong voice to influence local, regional and national government policy.

We welcome anyone with lived experience of disability or a long-term condition or with caring responsibilities.

Policy Influencing

Policy influencing is what we do to influence positive change with local, regional and national government. We want to be a voice for our members and people with experience of disability and long-term conditions and use their views and experiences to influence the kind of changes we want to see.



Organisational Structure

We are a registered charity and company limited by guarantee.

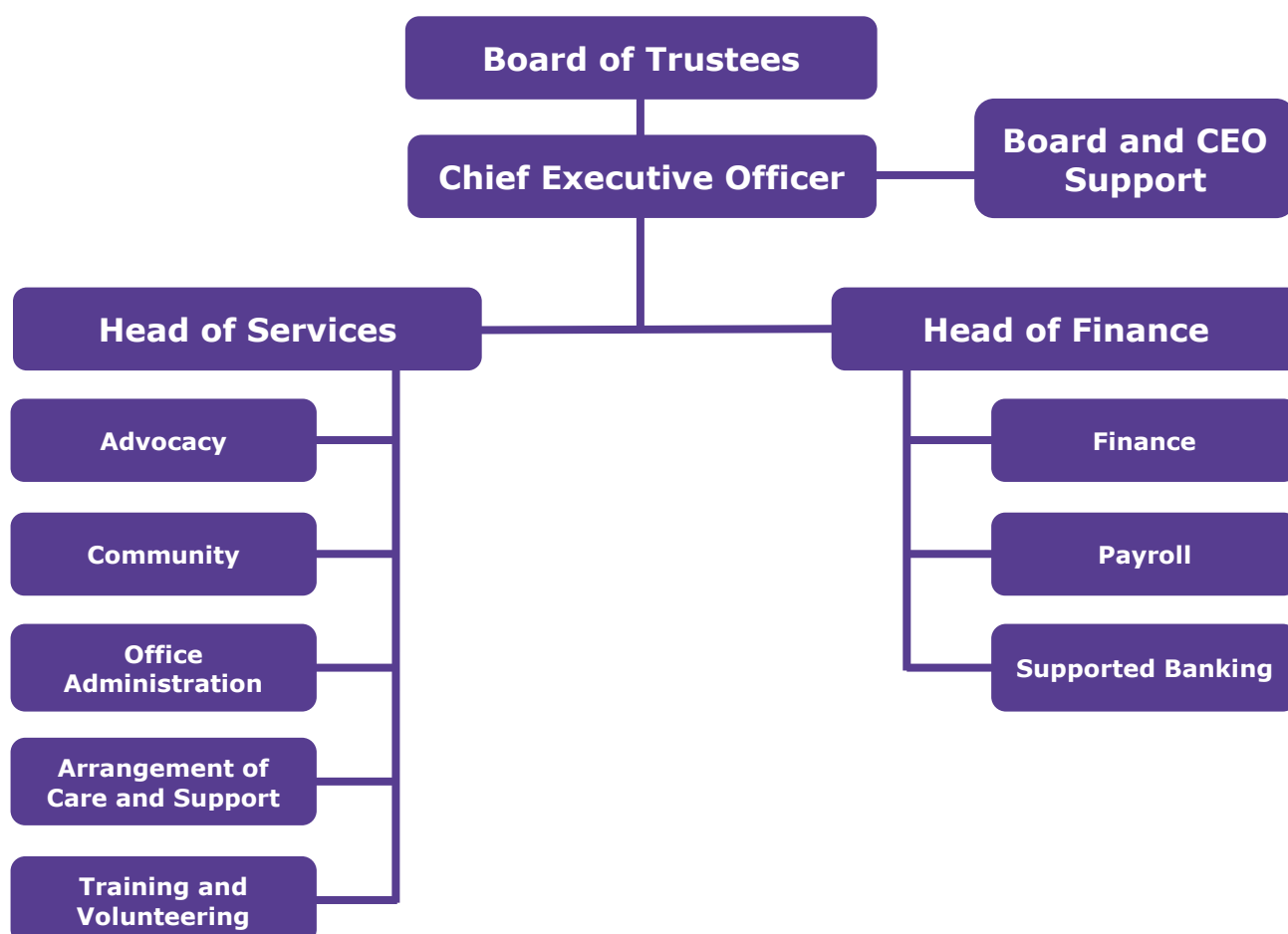
We are governed by 11 trustees who are known as our Board of Trustees. The Board of Trustees are both Directors of the company for the purposes of the Companies Act 2006 and Charity trustees for the purposes of the Charities Act 2006.

The Board of Trustees are responsible for the governance of Disability Positive. Our Board of Trustees have lived experience of disability and long-term conditions and bring a mix of skills that are essential to good governance, ensuring that our activities are conducted in line with our charitable objects, as detailed within our Articles of Association. In addition, we have over 240 members of the charity who all have lived experience of disability and long-term conditions.

Day-to-day management is delegated to the Chief Executive Officer and Senior Staff through a Scheme of Delegation of Board Authority.

We currently employ 53 FTE staff (68 people), with additional support across our services through volunteers. 67% of our workforce also have lived experience of disability and long-term conditions.

Our Organisation Chart



Future Plans

We have finalised our new Strategy 2020 - 2023, with a focus on three strategic themes:

- Positive about offering services that suit the needs of people with lived experience of disability or long-term health conditions.
- Positive about providing the opportunity for people with lived experience of disability or long-term conditions to be part of community life.
- Positive about giving a voice to people with lived experience of disability or long-term health conditions.

We are in a strong financial position, with a robust balance sheet and reserves policy which has supported and should continue to support expansion of our services.

A major part of our income comes from delivering services under contract with a number of Local Authorities and Clinical Commissioning Groups in Cheshire East, Cheshire West and parts of the North West. We also provide a number of services that individuals purchase directly from us.



Job Description and Person Specification

Job Title:	Statutory Advocate
Grade:	4
Salary:	£23,823 (rising to £25,015 post probation)
Hours:	37 per week (Job share considered) This is a fixed term contract until 31 st May 2022, with the possibility of permanent employment from 1 st June 2022.
Holiday Entitlement:	5 weeks plus bank holidays and christmas shutdown.
Direct Reports:	0
Reporting to:	Advocacy Manager

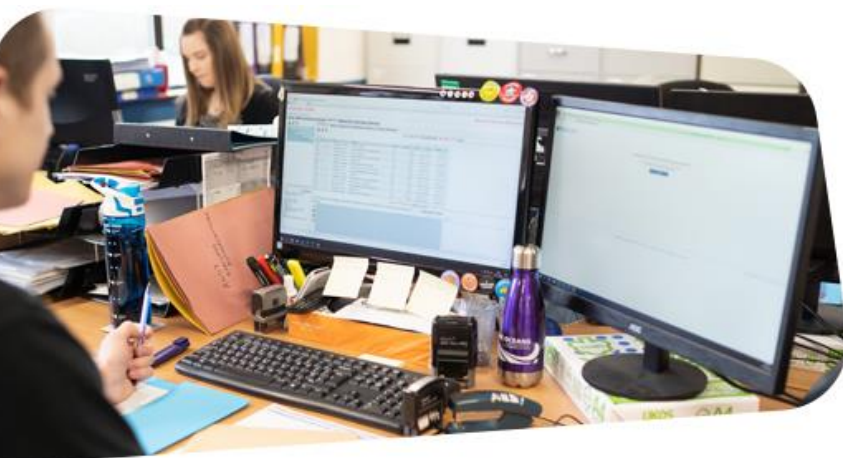
Purpose

To provide Statutory advocacy to clients across Cheshire West and Chester and Cheshire East.

By exception advocacy may also be required outside of Cheshire by service users funded by Cheshire Local Authorities.

Key Tasks

- Conduct casework covering a range of statutory advocacy issues for clients.
- Act for the client where necessary.
- Negotiate with third parties as appropriate.
- Prepare and present cases to the appropriate local and statutory authorities as required.
- Make home/outreach visits.
- Attend tribunals and court hearings with clients where necessary.
- Liaise with statutory and non-statutory organisations and represent the service to outside bodies as appropriate.
- Keep up to date with legislation, case law, policies and procedures relating to advocacy and undertake appropriate training.
- Read relevant publications.
- Maintain electronic case records for the purpose of continuity of casework, information retrieval, statistical monitoring and report preparation.
- Ensure that all casework conforms to Disability Positive policies and procedures and Advocacy Quality Mark at the appropriate level.
- Provide statistical information on the number of clients and nature of cases to the Advocacy Manager.



- Monitor service provision.
- Alert other staff to local and national issues.
- Signpost clients with other related problems and refer to other appropriate advocacy services or specialist agencies as appropriate.
- Use Disability Positive's internal case recording systems for case recording, record keeping and document production.
- Keep up to date with policies and procedures relevant to Disability Positive's work and undertake appropriate training.
- Attend internal and external meetings as agreed with the Advocacy Manager.
- Maintain a library of reference material and case law.
- Prepare for and attend supervision sessions and staff meetings as appropriate.
- Demonstrate commitment to the aims and policies of Disability Positive.
- Abide by health and safety guidelines and share responsibility for own safety and that of colleagues.
- Carry out any other related duties as required and agreed.



Person Specification

Recruitment Process

Criteria	Essential	Desirable	Assessed by
Qualifications Experience	<ul style="list-style-type: none"> • Experience of working within either health and/or social care. • Ability to meet milestone targets and goals to achieve outcomes. • Effective case management experience. 	<ul style="list-style-type: none"> • Appropriate qualifications (health, social care, legal) • Experience of working with individuals with complex needs. • Experience of developing person-centred plans. 	Application and Interview.
Knowledge	<ul style="list-style-type: none"> • A good understanding of the structure of health and social care. • The ability to listen and communicate to a high standard both verbally and in writing and to disseminate information in an easily understood and appropriate format. • Ability to work as part of a team and on own initiative. • Demonstrable commitment to achieving positive outcomes for disabled people. • Proven understanding and experience of partnership and collaborations. 	<ul style="list-style-type: none"> • Understanding of the role of support organisations that promote independence of disabled people. • Knowledge of continuing healthcare. 	Application and Interview.
Skills/Abilities	<ul style="list-style-type: none"> • Excellent communication and presentation skills both written and oral. • The ability to communicate effectively at all levels. • Proven planning, time management and organisational skills. 	<ul style="list-style-type: none"> • IT literate. • The ability, willingness and flexibility to work outside office hours, if required. 	Application and Interview.
Other	<ul style="list-style-type: none"> • A commitment to equality and diversity. • A commitment to the Company vision and values. 	<ul style="list-style-type: none"> • Access to a car and a current full driving licence. 	Application and Interview and Pre-Offer Checks.

How to apply

If you are interested, please complete the following, and return by email or post to the details on the covering letter:

- a job application form,
- and recruitment monitoring form.

Timetable

Deadline for applications: 3rd September 2021

Short listing: 7th September 2021

Interviews: 10th September 2021

What we do with your data

In accordance with the Data Protection Act 1998, and the General Data Protection Regulations 2018, the information provided in your application will be used as part of the recruitment and selection process and may be disclosed to those who need to see it.

It will also form the basis of the confidential personnel record of successful applicants.

In the case of unsuccessful applicants, the application form will be destroyed after 6 months, in line with our [HR Privacy notice](#).

Contact Us



Address: Sension House, Denton Drive, Northwich, Cheshire, CW9 7LU

Telephone: 01606 331 853

Email: info@disabilitypositive.org

Website: www.disabilitypositive.org

Facebook: www.facebook.com/disabilitypositive/

Twitter: www.twitter.com/dis_positive

Instagram: https://www.instagram.com/dis_positive/