



Working Context

Matrix Service Development & Training Ltd is a not for profit company limited by guarantee and founded in 1998. Matrix's Head Office is based in Hampshire. Employees are located in different areas around the south east of England, keeping in close professional contact via the internet and through regular staff meeting and formal supervision.

Matrix SDT directly provides a range of advocacy services in Surrey, Berkshire, and surrounding areas.

In Surrey, Matrix currently provides all non-instructed services for Independent Mental Capacity Advocacy (IMCA), Non-Instructed Mental Health Advocacy (IMHA), Deprivation of Liberty Safeguard (DoLS) and Care Act Advocacy.

In Slough we operate the same Non-instructed advocacy services, with the addition of providing Care Act Advocacy for people with capacity, generic advocacy, in-patient Independent Mental Health Advocacy, an Independent Health Complaints Advocacy service and an Empower Slough project.

In Wokingham we operate statutory advocacy services (both instructed and non-instructed) similar to those in Slough with the exception there is currently no generic or equivalent 'Empower' project.

We also provide an out of area Private RPR service to a number of supervisory bodies, Rule 1.2 Representative in Community DoL applications, Litigation Friend in Court of Protection hearings, and provide stand alone advocacy services to Private Hospitals.



The Relevant Persons Representative will initially work closely with the existing Berkshire/Surrey based advocacy service for those clients subject to a standard authorisation under the Deprivation of Liberty Safeguards (DoLS) legislation which is envisaged to be local to your home, but may at times include other areas. Once successfully completing a month induction period of shadowing experienced RPRs to gain an on the job understanding of the role, as well as being shadowed by management at the end of this induction period, the expectation is that the person will work by themselves with ongoing support.

The successful applicant will work with all client groups, visiting clients primarily in care homes but some hospital visits may also occur. You will be based from home, with travel and time costs calculated from there with the exception of a monthly team meeting in Nort West Surrey (when not held virtually). You will need to be able to travel independently of public transport as not all areas are easily accessible in Surrey using this mode of transport.

The role of RPR is extremely flexible and can be viewed as two discrete aspects. The first will be visiting your clients and interfacing with members of the care team for updates about your client, this will be achieved within normal working hours, but could, for example, be completed between the hours of 10 and 2pm. The second will be the administrative aspect, that includes updating notes, entering client information on an excel spreadsheet, report writing, responding to emails, etc. This can be completed at a time that suits your personal life so could, for example, be evenings or weekends.

Although initially the caseload will be predominantly those people subject to a DoLS standard authorisation, opportunities do arise to expand the contract hours and train in other advocacy fields such as IMHA, IMCA and ICAA (mental health, mental capacity and social care work respectively). If undertaking these statutory advocacy roles then continual personal development will include working towards the



Advocacy Qualifications (subject to signing The Individual Training Agreement) and so they can begin to undertake work in this field.

Ongoing training will be provided, with the opportunity to increase your knowledge and skill base, obtain other advocacy qualifications over your time with us.

There has been a long-impending change in DoLS legislation with the Liberty Protection Safeguards (currently now not expected to begin until after 2025, to be confirmed), the role of paid RPR will cease and be replaced by an IMCA. Once successfully completing your induction period Matrix will commit to ensuring you have the opportunity to complete the IMCA unit so ensuring your continued employment and offering a clear continuous personal development (CPD) pathway.

Ongoing support is provided at staff and practice meetings, and (initially) weekly meetings with a Line Manager of Matrix.

Disclosure and Barring Service (DBS) Checks and 'spent' criminal convictions

The post you are applying for is 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exceptions Order provide that certain 'spent' convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. In the event of employment, any failure to disclose such convictions that are subsequently revealed in a DBS check could result in dismissal or disciplinary action. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the order applies.



Reasonable Adjustments

Matrix SDT is an Equal Opportunities employer and welcomes applications from suitably qualified and/or experienced people regardless of any impairments. Please do not disclose any impairments at this stage. If offered an interview we will ask you what adaptations/adjustments we may need to make.

Timescales

Please refer to the advert for deadlines, expected interview dates etc.

Interviews are expected to take place in Staines. If there are times of the day when you cannot attend due to other commitments then please let us know and we will try to accommodate these.

If you have any questions, then please contact Ben Roddis via ben@matrixsdt.com.

How to Apply

Please send in your CV, with a covering letter (no more than two-sides of A4) that indicates why you are applying for this post, and how your experience is either directly relevant or how you can meet the requirements as outlined in the person specification and job description. Please also include how many days (hours) you are looking for, confirm you can travel independently of public transport.

Already a Qualified Advocate

If you are already a qualified advocate then please contact us as we have other vacancies/opportunities and may be able to combine this post with other roles to create a full-time post so you can apply your relevant experience. This will of course be reflected in the pay scales offered.