

## Advocacy in Greenwich

### Job Description & Person Specification

<b>Post:</b>	<b>Manager – Advocacy Projects</b>
<b>Responsible to:</b>	<b>Director</b>
<b>Hours per week:</b>	<b>21</b>
<b>Salary:</b>	<b>£ 32,777 - £37,122 plus Outer London Weighting (both pro-rata) and 18.5% pension contribution</b>

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#### Job Purpose

To manage our current advocacy work and to develop new advocacy projects that will enhance the lives and promote the inclusion of people with a learning disability living in the Royal Borough of Greenwich.

Working from our office base in Woolwich and across the Borough, you will be leading a small team of project workers as well as our committed group of self-advocates.

#### Key Responsibilities

- Lead and manage advocacy projects, managing staff and involving and empowering people with a learning disability in the delivery of the projects
- Ensure the advocacy projects are meeting the targets set out in plans, contracts and funding agreements
- Develop and maintain systems for monitoring the performance and effectiveness of the advocacy projects
- Develop and deliver training as necessary to support the effective delivery of projects
- Provide staff with support and supervision and complete annual staff appraisals
- Monitor budgets for advocacy projects

- Compile monitoring information and progress reports for funders and trustees within agreed deadlines
- Develop funding applications for new advocacy projects
- Act as the Safeguarding lead for Advocacy in Greenwich
- Adhere to Advocacy in Greenwich's policies and processes and periodically lead the review of policies and processes relating to the advocacy work
- Support the promotion of the work of Advocacy in Greenwich by contributing updates and stories to the website and social media
- Undertake such other duties appropriate to the scope and grading of the post as may be required.

### **Person Specification**

- Experience of managing multiple projects
- Knowledge/experience of working with people with a learning disability in an inclusive and empowering way
- Experience of managing staff
- Experience of delivering projects to agreed objectives, preferably in a charity setting
- Experience of compiling and presenting monitoring information
- Experience of working within established processes to safeguard children and vulnerable adults
- Ability to develop, obtain funding for and lead new projects
- Ability to maintain accurate records
- Ability to prepare and present accessible information
- Ability to communicate with internal and external audiences at a range of levels and using written and verbal techniques
- Ability to use technology in the delivery of services (e.g. Microsoft Office, CMS and Zoom)