



SHEP

Capacity for Personal
& Social Transformation

Job Description

Job Title: Advocacy Programme Co-ordinator (Part-time)

Reporting to: Director of SHEP

Other links: The Advocacy Programme Co-ordinator will be a senior member of the SHEP staff team and will liaise with colleagues as appropriate.

Location: Based in the Main Office of The Social and Health Education Project in Ardfoyle, Ballintemple. Occasional travel will be involved. Some remote working can be negotiated.

Funded by: The HSE (Section 39)

Hours: 19.5 hours per week (we envisage this being spread over three days each week. We are willing to negotiate which days).

Salary scale: The salary will be based on the following scale (NB: The successful candidate will start on a point of the scale commensurate with experience).

Point	(based on full time)	For Half Time
1	43,132	21,566
2	45,242	22,621
3	47,351	23,676
4	49,462	24,731
5	51,570	25,785
6	53,677	26,839
7	55,789	27,895

Contract: Contract of Indefinite Duration. *A probationary period of 4 months will apply.*

Background

Social and Health Education Project CLG (SHEP) is a unique, community-based, training and development organisation which is committed to enhancing health and wellbeing and to promoting social justice. The SHEP Advocacy Programme is SHEP's independent advocacy service which provides a range of advocacy supports to individuals and communities (mostly in the Cork region) and advocacy training opportunities.

Job Summary

The Advocacy Programme Co-ordinator will work on a part-time basis to co-ordinate and support the delivery and development of SHEP's Advocacy Project in line with the Project's Strategic Plan.

The primary work of the advocacy programme is to provide access to independent advocacy to adults with disabilities and to facilitate advocacy training.

The Advocacy Programme Coordinator will be a senior member of the SHEP team.

Specific responsibilities

- Support and coordinate a small team of volunteer and contracted advocates (currently ten advocates in the team) who work with SHEP to facilitate group advocacy, including some advocacy support to individuals. We have been providing access to independent advocacy under de-congregation. Currently we are working with residents in three residential settings in the Cork area and some individuals in the community.
- Co-ordinate the development and delivery of the Introduction to Advocacy course (currently being offered every two years.)
- Provide access and opportunities to people using disability services to participate in a self-advocacy course.
- Co-ordinate the development and delivery of the newly emerging generic self-advocacy course as the outcome of recent work undertaken by SHEP Advocacy Project team members.
- Co-ordinate networks that have developed to support advocacy in particular areas of concern. One example is Rights and Medication. There is currently a network of advocates, people with self-experience, academics and other interested parties in this area of advocacy and the work is held by SHEP Advocacy.

Another example is the co-ordination of the Annual Independent Advocacy Gathering that has been running now since 2012.

- Manage the administrative tasks of the Advocacy Programme.
- Source funding to support the group advocacy facilitation through service level agreements with service providers.
- As required, to represent SHEP Advocacy Programme to outside bodies and agencies and promote the principles of human rights-based practice and a right to access independent advocacy.
- Participate in SHEP activities as required.

PERSON SPECIFICATION

Essential Requirements:

- A deep commitment to inclusion, social justice and climate justice as core principles of SHEP.
- A minimum of three years' relevant experience: we will take a broad view of what constitutes relevant experience, and such experience may be voluntary, paid, or a combination of both.
- An understanding of advocacy and independent advocacy, especially the principles involved and within the context of human rights-based practice.
- An understanding of the development of independent advocacy in Ireland in relation to relevant policies and legislation.
- Excellent interpersonal skills and a capacity to engage with all people (including those from unfamiliar backgrounds) in a manner which is warm, respectful and trustworthy.
- Strong organisational skills.
- Very good administrative skills. The Advocacy Programme Co-ordinator will need to have the ability to keep proper records and will need to be competent in IT skills including use of Zoom. Training will be provided re use of database etc.
- A willingness to work in a collaborative and mutually supportive way with colleagues and others.
- A capacity for producing clear, well-presented written documentation.
- A willingness to respond flexibly to the changing needs of the Advocacy Programme.

The following are not essential but would be a distinct advantage

- Experience of advocacy
- A relevant third level qualification
- Completion of SHEP's training programmes

The following are not essential but would be advantageous.

- Experience of providing supervision and support
- Experience of leading a team

This Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office. This job description will also be subject to regular review through the Project's system of Personal Professional Review