



## Employee Specification

**POSITION:** Advocacy Support Officer (Right Support: Right Time)

**DATE:** January 2025

CRITERIA	ESSENTIAL	DESIRABLE
<b>EDUCATION/ QUALIFICATIONS/ ATTAINMENTS</b>	Educated to A level /NVQ III standard with 1 year's experience working with vulnerable adults in a recognised statutory, voluntary or private agency.	
<b>RELEVANT EXPERIENCE</b>	Experience in any one of the following areas: <ul style="list-style-type: none"> <li>• Social work or social care</li> <li>• Resettlement</li> <li>• Youth/Community work or related support field</li> </ul> Experience of assessing the needs of vulnerable people.	
<b>SPECIALIST KNOWLEDGE/ TRAINING</b>	Knowledge of a variety of statutory and voluntary agencies  Knowledge of the benefits system	Knowledge of housing issues  Knowledge of mental health and substance misuse issues
<b>PERSONAL SKILLS</b>	Strong communication skills Ability to keep accurate casework records Strong organisational skills Negotiating skills Ability to work on a number of tasks simultaneously Ability to prioritise	
<b>DISPOSITION</b>	Ability to build effective relationships with clients Ability to work on own initiative and work alone Ability to deal with conflict or challenging behaviour Attention to details Manage personal/professional boundaries	
<b>CIRCUMSTANCES</b>	*Mobile with full time access to a car	

\* This criteria will be waived in the case of an applicant whose disability prohibits driving, but who is able to arrange suitable alternative arrangements

Completed application forms must be returned  
Personnel and Training Department  
10 Butcher Street, L 'Derry, BT48 6HL

**RIGHT SUPPORT: RIGHT TIME is supported by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB).**