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| **Job Description** |

**Job title:** PA Support Worker (for Independent Advocate)

**Office Location:** The Circle, 33 Rockingham Lane, Sheffield, S1 4FW

**Salary:** £19, 995 FTE (£11, 997 p.a. pro-rata)

**Pension:** 6% employer contribution

2% employee contribution (minimum)

**Hours:** 21 hours per week

**Contract Type:** Temporary until August 2024

**Reports to:** Independent Advocate

**Line management:** Advocacy Manager

**About Disability Sheffield**

Disability Sheffield Centre for Independent Living is a pan-impairment charity driven by people who self-define as disabled people, whether they have a physical disability, a sensory impairment, a mental health condition or learning difficulties.

We support disabled adults to make their voice heard, whether through individual advocacy services or through a range of projects seeking to ensure disabled people are at the heart of all decision making across Sheffield.

**Main Purpose of job**

To provide efficient, effective and tailored support for the Independent Advocate within his role. This post is funded by the DWP Access to Work scheme which is designed to support disabled people to work. The hours are based on a percentage of the advocate’s hours. The advocate is planning to reduce his hours around December 2023, bringing this post to around 15hours per week (£8,569 p.a. pro-rata).

**Location**

By default, all our posts are office based. In practice, our team work a mixture of both office based and / or home working, as agreed with their line manager. As a disabled people’s user-led organisation, we are very flexible with working arrangements and all reasonable requests will be approved.

**Main Duties and Responsibilities**

1. Accompany and support on client visits and in-office appointments where appropriate, including note-taking and producing minutes of meetings
2. Support to process challenges and difficulties in work by talking these through and supporting to manage stress and anxiety
3. Supporting with advocate’s time management
4. Supporting the advocate to prioritise tasks and workload
5. Monitor advocate’s appearance including tidiness
6. Support with IT and phone calls including making calls, sending emails, and prioritisation of these, under the instruction of the advocate.
7. Support with dictated notes or emails
8. Administrative tasks such as booking meetings rooms, keep the desk organised and tidy, photocopying/scanning, maintaining files etc.
9. Maintaining records on online case management system (training provided)
10. Maintain online diary and timesheet
11. Undertake any other reasonable duties which fall within the scope of the post as requested

**Person specification**

Each of the following requirements will be assessed collectively from the application form and interview process.

**Essential requirements**

1. An understanding of disability and an appreciation that it can come in several different forms, including mental health issues, such as anxiety and depression; experience and ability in providing pro-active emotional support
2. Experience in admin tasks such as emails, phone calls and note taking.
3. Excellent organisational skills
4. Able to plan, prioritise workload and ensure follow-up action
5. Confident in using Microsoft Office
6. Ability to work as part of a team
7. Excellent communication and interpersonal skills
8. Physically able of performing tasks such as home visits to clients, carrying files etc.
9. Willing to respect confidentiality and work within confidentiality procedures

**Desirable requirements**

1. Experience with online case management system or database
2. Experience of working in an office environment
3. Personal experience of disability through self or family.
4. An understanding of the Social Model of disability, the Independent Living Movement, and a commitment to the disability rights movement.