



Job Description

Title:	Lead Advocate
Reporting to:	National Advocacy Manager, OCD Action
Location:	Flexible, North West preferred
Hours:	22.5 hours / week (flexible working)
Salary:	£12,600 pro rata (full time equivalent £21,000)
Holiday:	14 days pro rata (not including statutory holidays)
Duration:	Permanent from March/April 2015

The Lead Advocate is based remotely and has responsibility for the day-to-day management of their workload ensuring that the National Advocacy Manager is kept informed of activities. The following are the **Key Objectives of the role**:

Volunteer Training & Support

- To work with the National Advocacy Manager to advertise for, recruit, train, supervise and support appropriate volunteers to provide independent advocacy to people affected by OCD.
- To respond to queries to the organisation by identifying advocacy issues and allocating cases to volunteers.
- To provide remote support & supervision to all volunteers by monitoring case work, proofing letters etc. and by complying with OCD Action's Lone Working Policy.

Monitoring and Evaluation

- To ensure that volunteers deliver a consistently high quality service & record and monitor activity according to existing agreed processes.
- To work with the National Advocacy Manager to analyse and evaluate service outcomes.

Casework

- To deliver a high quality independent advocacy service to a small number of clients, supporting people to develop and use self-advocacy skills.
- To seek legal advice and support where appropriate.
- To maintain clear, accurate and up-to-date case records on OCD Action's on-line database.

Networking

- To work with the National Advocacy Manager to develop and maintain effective working relationships with local service providers (both statutory and Third Sector) in targeted regional areas.
- To promote awareness of OCD, OCD Action & the advocacy service with service providers in the region.

Generally

- To play a part in the general activities of OCD Action e.g. annual conference, stakeholder events, OCD Week of Action etc.

NB: This is an evolving position within OCD Action and as such you may be required to undertake additional duties not listed here that are considered to be in accordance with the overall aim and objectives of the post.