

# ADVOCACY IN GREENWICH

## Job description

<b>Post:</b>	<b>Senior Manager</b>
<b>Responsible to:</b>	<b>Director</b>
<b>Salary Scale:</b>	<b>£35,183 – £37,122 pro rata</b>
<b>Hours of work:</b>	<b>28 hours per week</b>

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### Job Details

At Advocacy in Greenwich, we work to make sure that people with learning disabilities are empowered to fully participate in the wider community. We also work with local communities and our members to challenge common assumptions or biases about those with learning disabilities which impact their experience of living and working in the Borough.

### Job purpose

To support the Director and Trustees to maintain and develop policies, services, and resources to ensure that the charity can build its reputation, deliver its charitable objectives and promote its vision to the wider community.

### Key responsibilities

- Line manage staff and volunteers, including one-to-one advocates and the administrator, to ensure that the organisation meets practice standards and provides a high-quality service.
- Ensure staff and volunteers are meeting the targets set out in plans, contracts and other funding, and to take remedial action when necessary.
- Ensure you and the staff you supervise comply with all policies, including Health & Safety, Equalities and Valuing Diversity, Bullying and Harassment and Safeguarding.
- Complete funding applications to ensure that Advocacy in Greenwich has the money it needs to deliver its services and provide monitoring reports to funders as required.
- Receive referrals to the organisation, ensuring the details of the referral are recorded on the database and allocated as appropriate.
- Undertake financial administrative duties including collating payroll information, maintaining a salaries spreadsheet and completing the monthly and annual pension return.

- Oversee the professional development of the organisation's staff through the provision of relevant training and courses.
- Oversee the maintenance of Advocacy in Greenwich's website to ensure it is up-to-date and accessible.
- Work with the Director to develop and implement monitoring and evaluation systems for plans, contracts, and other funding.
- Undertake such other duties appropriate to the scope and grading of the post as may be required by the Board of Trustees.

## Person Specification

<b>Experience and knowledge</b>	<b>As demonstrated by:</b>
Knowledge of what is involved in working alongside people with learning disabilities in an inclusive and empowering way.	Application and interview
Experience of delivering one to one advocacy, preferably having achieved the National Advocacy Qualification.	Application and interview
Successful experience of fundraising from a wide range of trusts and agencies.	Application
Experience of working within financial systems.	Application and interview
Experience of line managing staff, including providing support to achieve personal and professional objectives.	Application and interview
<b>Competencies</b>	
Able to maintain accurate records, including using Excel.	Application, interview and exercise
Experience in working within financial systems.	Application and interview
Ability to prepare and present reports and budgets clearly, precisely, and concisely.	Application and interview
Able to communicate with internal and external audiences at a range of levels and using written and verbal techniques	Application, interview and exercise
Able to use digital technology in the running of an organisation and the delivery of services e.g. Microsoft office, CMS, Zoom.	Application and interview