**Job Description and Personnel Specification**

**Carer Advocate for Personality Disorder (part-time fixed term maternity)**

**CAUSE provides practical and emotional support to the carers and families of people with serious mental health problems. We are a unique in our peer-led approach as the charity carer advocate team is staffed by present and former carers**. **CAUSE is a local charity and non-profit making registered company limited by guarantee which operates throughout Northern Ireland.**

The post of Carer Advocate for Personality Disorder is a key addition to CAUSE’s advocacy service for carers. Working with funders the Belfast Health and Social Care Trust, CAUSE has been developing this specialist advocacy service for the Belfast area since its establishment in 2011. The successful applicant will be working closely with another part-time Carer Advocate for Personality Disorder.

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| **Location:** | CAUSE office, Holywood Road, Belfast. |
| **Contractual Status of Role:** | Fixed term contract maternity cover |
| **Hours of work** | Part time TBC |
| **Reporting to** | CEO |
| **Number of direct reports to this role** | Not applicable |
| **Salary:** | £22,443 pro-rata per annum (NJC scale point 26 ) |
| **Main Responsibilities** | * To provide emotional and practical support to carers and families of those with a possible diagnosis of personality disorder in the Belfast area * Work to support carers on a one-to-one basis and in carers’ groups and represent the interests of carers and families of those with a possible diagnosis of personality disorder * To identify the needs of carers and bring them to the attention of CAUSE and relevant personnel in the Belfast Health and Social Care Trust (BHSCT). * To develop relationships with key stakeholders in BHSCT and other community and voluntary services * To assist with CAUSE’s Helpline as required * To promote CAUSE’s services * To assist with organising training, respite, conferences and other activities as necessary * To deliver agreed training locally * To prepare monthly reports on the progress of the project, in line with an agreed work plan * To work in partnership with the BHSCT at a strategic level * To represent CAUSE and carers on planning and management forums * To keep abreast of relevant research and developments within the health and social care services * To participate in service monitoring, evaluation and development * To negotiate and resolve issues with stakeholders in an advocacy role * To ensure good communication with relevant stakeholders * To advise on necessary systems and procedures required to achieve effective outcomes * To achieve project goals and requirements * To undertake appropriate travel to fulfil job requirements * To undertake such other reasonable duties as CAUSEmay from time to time require |
| **Essential criteria** | |
| **Experience:** | * Personal experience of caring for someone with personality disorder |
| **Knowledge:** | * Able to demonstrate knowledge of personality disorder * Show an understanding of the healthcare system |
| **Skills:** | * The ability to deliver formal presentations to groups * Able to communicate and empathise with individuals * Able to build good working relationships with individuals and other organisations * Highly motivated self-starter able to work both on own initiative and also to work effectively with the wider team * Excellent inter-personal and communication skills * Proficient user of Microsoft Office (Word, Excel, Outlook etc.) * Must have a driving licence and access to transport as the role will involve travel * The ability to work flexible hours and to travel throughout the Trust area as demanded by the job |
| **Desirable criteria** | |
| * Post-secondary level of education * An understanding of the community and voluntary sector * Knowledge / experience of working within the mental health sector or with carers | |
| **Additional Circumstances:** | * The post holder will be subject to an Access NI check |
| ***Notes:***   * ***This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose, responsibilities and dimensions for the role. Therefore, this role description does not describe any individual role holder.***   ***In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by line management.*** | |

**HOW TO APPLY**

* + Applications are accepted via post and email. **The closing date for applications is 4pm Friday 28th July 2017**