



Relevant Person's Representative (RPR) Recruitment Pack

Closing date for applications 15th May 2019

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Welcome

I am delighted that you are considering joining the team at Cambridge House. This recruitment pack includes some information about the Relevant Person's Representative (RPR) role and our organisation that I hope you will find useful.

Our vision

We pursue a vision of a society without poverty where all people are valued, treated equally and lead fulfilling and productive lives.

Our work

As austerity measures and far-reaching welfare reforms come into full effect we are driven to address their combined effects on existing levels of poverty and the equity and cohesion of society. In 2017/18 we provided services to 187,000 people across the following portfolio:

i) Social Justice Services

▪ Safer Renting

Specialist advice, support and advocacy for vulnerable tenants of criminal landlords.

▪ Independent Advocacy

Independent professional and community advocacy for adults and children with disabilities.

▪ Law Centre

Free, independent and expert legal services in housing, employment and welfare benefits.

ii) Education and Inclusion Services

▪ Youth Empowerment

Medium to long-term, intensive and wrap-around schemes for excluded 16 to 25-year olds.

▪ Disabled Peoples' Empowerment

Arts, sports, life skills and wellbeing clubs for disabled children and adults.

iii) Our people's social action centre

We manage our building as a community hub so that it is a focal point for local communities and civic activity, a home for voluntary and community organisations, and a space where local people and statutory agencies can come together to promote and bring about positive social change.

iv) Research and knowledge exchange projects

We organise activities that generate and collate evidence of what delivery strategies are most effective at tackling poverty and social exclusion at a local level and establish opportunities for evidence sharing and knowledge exchange.

Working at Cambridge House is immensely rewarding. If you would like to be part of this very special organisation and believe that you can contribute to our work, we welcome an application from you. For more information about Cambridge House, please visit our website www.ch1889.org.

Yours sincerely



Karin Woodley
Chief Executive

Job Description and Person Specification

Job Title:	Relevant Person's Representative
Reports to:	Advocacy Service Manager
Location:	Cambridge House, 1 Addington Square, London, SE5 0HF
Salary:	£25, 824
Contract:	Permanent
Working hours:	35 hours per week (Monday -Friday)
Holiday:	30 days per annum pro rata
DBS:	Enhanced

1. Job Purpose

To support and represent vulnerable clients who lack mental capacity in matters relating to or connected with their deprivation of liberty. This role has been created as a result of the introduction of the Mental Capacity Act and therefore all Paid Representatives will be required to work in accordance with the MCA Code of Practice and The Deprivation of Liberty Safeguards Code of Practice (to supplement the main Code of Practice). The role is based in and around Kingston but can involve working in different areas of London.

2. Main Duties and Responsibilities

a) Advocating on behalf of the relevant person

- i) Maintain regular face to face contact with the person you are supporting, providing a timely written report after each visit
- ii) Provide support that is independent of the person's commissioners or service providers
- iii) Bringing to the attention of both the managing authority and the supervisory body any ways in which the current care of the relevant person appears not to be in their best interests.
- iv) Working with the managing authority to help the relevant person to understand, as much as they are able to, the fact that the managing authority has been authorised to deprive them of their liberty and the effect of this on their care
- v) Finding out the relevant person's views on their care and the restraints imposed on them.
- vi) Helping the relevant person to communicate their feelings to the managing authority and others (e.g. family, friends, professionals involved) as appropriate.
- vii) Working with an interpreter for any visit to or discussion with anyone whose first language is not English and who is not able to or does not want to communicate in English.
- viii) Expressing what you have witnessed of their views and feelings to the managing authority and others (e.g. family, friends involved professionals) as appropriate;
- ix) Putting forward the relevant person's views and feelings in the statutory processes (including review and application to the Court of Protection);
- x) Challenging those involved in the relevant person's care if it appears to you that their care could be improved in their best interests, even if the relevant person is not expressing unhappiness with the care.
- xi) Maintaining contact with the key-worker, person within the managing authority responsible for overseeing the standard authorisation, involved family or friends, any attorney or deputy.

b) Reviews

- i) Periodically (at least every 3 months and whenever it changes) reviewing the care plan for appropriateness;
- ii) Attending reviews of their care/multi-disciplinary discharge planning meetings.
- iii) Putting forward the person's views and your views on their best interests during any review.

c) Requesting a review when:

- i) It appears to you that the relevant person no longer meets any of the qualifying requirements, or
- ii) It appears to you that the reason the relevant person meets any of the qualifying requirements has changed, or
- iii) It appears to you that there has been a change in the relevant person's case which means that the conditions of the standard authorisation should be changed.
- iv) Wherever possible, concerns about the deprivation of liberty should be resolved informally or through the relevant Supervisory Body's or Managing Authority's complaints procedure, rather than through the Court of Protection.

d) Applying to the Court of Protection

The representative should consider applying to the Court of Protection if they feel it would be in the relevant person's best interests for the Court to rule on any of the below:

- i) whether the relevant person meets one or more of the qualifying requirements;
- ii) the period during which the standard authorisation is to be in force;
- iii) the purpose for which the standard authorisation is given.
- iv) the conditions subject to which the standard authorisation is given. (s21A (2) of the Mental Capacity Act).
- v) Further to changes in case law, If the relevant person states or displays a clear objection to their care and treatment (as outlined in Justice Baker's ruling) or if the person wants to access the court of protection, steps must be taken to ensure timely access to court of protection, referring the Case Management Procedure.

3. General Responsibilities

- a) To keep abreast of the overall work of Cambridge House.
- b) To participate in regular supervision and annual appraisal, and to be committed to own professional development.
- c) To participate in internal/external meetings, as required, to attend conferences and other functions, and to contribute to general management decision making, as necessary.
- d) To comply with all of Cambridge House's governance policies and procedures.
- e) To carry out any other duties commensurate with the role.
- f) To work at all times with a view to the needs of service users.
- g) Carry out duties to reflect and implement the equality and diversity objectives and policies of Cambridge House;
- h) Work flexibly, in a co-operative way with others and undertaking any other necessary and appropriate tasks; and
- i) Be self-servicing and able to use ICT programmes.

This job description is provided as a guide to the role. It is not intended to be an exhaustive description of duties and responsibilities. It will be subject to periodic revision as the emphasis on and ways of working within the role changes.

Person Specification	Essential	Desirable
Qualifications and training	<ol style="list-style-type: none"> 1. Willingness to achieve a level 4 Unit in an Advocacy specialism within 12 months 2. Willingness to vary the Advocacy role to facilitate development. 	<ol style="list-style-type: none"> 1. Independent Advocacy Qualification 2. Specialist level 4 Units in IMCA, IMHA, Care Act 3. Prior RPR experience
Knowledge and experience	<ol style="list-style-type: none"> 1. An understanding of the Mental Capacity Act and its requirements for advocacy. 2. A knowledge of equal opportunities, particularly how it applies to people who can lack capacity. 3. Experience of independent working and case work management 	<ol style="list-style-type: none"> 1. Prior knowledge of the deprivation of liberty safeguards processes is desirable 2. Experience of raising 21A Challenges 3. Proven track record of experience in Advocacy or related social care experience
Skills, abilities and competencies	<ol style="list-style-type: none"> 1. The ability to maintain accurate case files and monitoring information. 2. Excellent communication skills 3. The ability to establish clients' views through discussion or observation of behaviour. 4. Ability to build a rapport with clients 5. Ability to work effectively with others to challenge practice in a constructive way. 6. The ability to plan and prioritise case load and group work in conjunction with colleagues. 7. The ability to use Microsoft Office, Outlook and Explorer. 8. Report writing to a relevant standard 	<ol style="list-style-type: none"> 1. Ability to meet financial targets associated with public commissioning requirements
Personal Attributes	<ol style="list-style-type: none"> 1. Honesty, reliability and excellent time-keeping 2. Loyalty and a commitment to Cambridge House's work 3. Positive, enthusiastic and friendly attitude 4. Problem solving and 'can-do' approach 5. Listening skills 6. Flexible, motivated and adaptable to change 7. Discretion 8. Client-focused 9. Team-player 	



How to Apply

1. A short evidenced-focused **Supporting Statement** of no more than two sides of A4 explaining why this appointment interests you and how you meet the essential criteria in the person specification.
2. Your **Curriculum Vitae** with:
 - i) Education and professional qualifications.
 - ii) Full employment history.
 - iii) Details of your latest salary and your notice period.
3. The names, positions, organisations and contact details of **two referees**:
 - i) Your referees must include employers and/or academic supervisors covering the last five years.
 - ii) References will only be taken once your express permission has been granted.
4. A completed **Equal Opportunities Monitoring Form**
 - i) The information provided will be treated as confidential and used for statistical purposes only.
 - ii) The form will not be treated as part of your application.
5. We request that you inform us if you will require any special provision because of a disability should you be called for interview.
6. Email, mobile, work and home telephone numbers, as well as any dates when you will not be available or might have difficulty with the interview timetable.

Recruitment Timetable	
Closing Date for applications	15th May 2019
Interviews	17th May 2019
The interview date may be subject to change and candidates will be advised in advance should this happen	
Successful applicants will be asked to take up their appointments as soon as possible.	

Please email completed applications on or before midnight on 15th May 2019 to: Jan O'Day: joday@ch1889.org

If you do not hear from us within 14 days of the closing date, please assume your application has been unsuccessful on this occasion.

Please note that we only provide feedback to shortlisted candidates.