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October 2022

Dear Applicant

Thank you for expressing an interest in the post of Operations Manager (30 hours per week) at Lomond and Argyll Advocacy Service. This is a new post in the organisation and reflects the recent growth in our team.

The core day to day role will be to supervise a group of advocates and advocacy coordinators providing support across West Dunbartonshire and South Argyll. Working across adults with a mental health difficulty, learning disability, those with needs related to their age or a vulnerability our mission is to assist in having our partners rights upheld and their voices heard.

The successful candidate will also work alongside our other Operations manager and the chief executive as a management team to ensure robust systems, excellent support and training to our teams and the continued success of our organisation in delivering excellent person-centred advocacy.

Our Mental health and Older Adults work takes us into Glasgow Hospitals and service wide and board meetings usually happen in Argyll and Bute/ central to our overall area.

The service overall has grown and modernised in the last year and has also moved into supporting adults with a substance use issue and exploring work in criminal and community justice services.

If this sounds like something you have the knowledge, skills and motivation to support and you feel you can meet the outline person specification and role description attached, please apply. If you would like to discuss any parts of this further, please contact me at our head office on 01389 726543.

Yours sincerely,

Charlie Coggrave

CEO Lomond and Argyll Advocacy Service

**Kintyre Advocacy Office**

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**Lomond & Argyll Advocacy Service**

Lomond & Argyll Advocacy Service is a not-for-profit company limited by guarantee and recognised Scottish Charity.

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**Mid Argyll Office**

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Blarbuie Road

Lochgilphead PA31 8LD

Tel: 01546 606056

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**Cowal & Bute Office**

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