

Management Committee

Have overall responsibility for the long term strategic direction of the project.



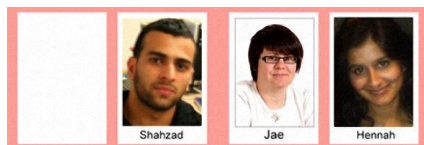
Staff Development Sub Group

The role is to look at any human resource issues and developments including appraisals, training and pay reviews



Finance Sub Group

To put together the annual budget after considering other sub groups, external drivers and risks. Once devised it will be monitored and upgraded by this group



Business Planning sub Group

To consult stakeholders about the future of Choice Advocacy and put into a business plan. Once written it will be implemented and reviewed by this group



Quality Assurance Sub Group

To ensure Choice Advocacy provides a quality service to all involved by developing monitoring and reviewing its quality standards



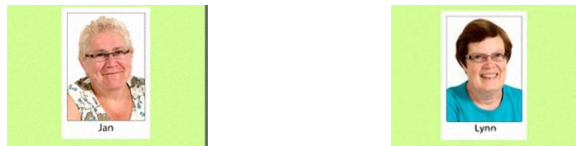
Advocacy Watchdog

The Watchdog team's main responsibility is in ensuring that advocates are doing their job properly. When an advocate stops working with a (partner) the Watchdog team sends out a questionnaire to get feedback on the service they received.



Operation Manager

We recruit staff and make sure that they have the skills and support to do the job. We also look after the waiting list and help develop the service with Jae.



Director

Jae has responsibility for the strategic funding and development of the project. She also looks after the projects finances and has responsibility for line managing students and a whole lot more.



IMCA's

IMCA's speak up for people who cannot speak up for themselves or who don't have appropriate family or friends to do so on their behalf when making life changing decisions such as serious health and housing matters.



IMHA's

IMHA's support people detained (sectioned) under the Mental Health Act. They can provide information, access records and ensure that people secure their rights under the act.



Advocates

The advocate's team provides support in enabling people to get their views and wishes heard. The team works with a wide range of issues that include housing, finance and support



Consultation Group

This is a short term piece of work that aims to give voice and opinion to forty residents within a Bradford based supported housing project. The work is carried out with a mixture of group and one to one work.



Administrators

The admin team has responsibility for keeping minutes, ordering stock, leasing with David Sawyer our computer guru and generally supporting the whole team.



Book Keeper

The book keeper makes sure that all money coming in and out of the project is recorded and stored in a safe place.



Volunteer

Paul comes in on a Thursday and helps answer the phones, typing up minutes and letters for Jae.

