** JOB DESCRIPTION**

**Job Title: Advocacy Worker - Transitions**

**Line Manager : Advocacy Manager**

**Date: March 2018**

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| **Main purpose of Job** | |
| Brighton and Hove Speak Out is an independent advocacy charity in Brighton and Hove.  Your role is to provide advocacy to people with learning disabilities in Brighton and Hove who are moving to more independent accommodation. This will primarily be with young people in transition to adult services, but will also include some people with learning disabilities already receiving support from adult social care.    The job holder will provide both one to one advocacyand group support enabling people  to develop their self-advocacy skills, explore their housing options, preferred choices and  address related issues. You will support them to express their views, concerns and needs  in the process working towards the outcome they want to achieve. | |
| **Starting Salary**: £23,398 rising to £24,964 per annum (pro rata) plus pension contribution  **Hours:** 21 hours per week  **Contract:** Permanent contract  **Location of work**: The organisation is based at Westwerks,  41 - 43 Portland Road, Hove BN3 5DQ  **Leave Entitlement**: 30 days plus bank holidays annually (pro rata)  **Employer**: Brighton and Hove Speak Out is a registered Company limited by guarantee 03807112 and a registered charity number 1076995. | |
| **Position in Organisation** | |
| * Report to the Advocacy Line Manager. * Member of the 1-1 advocacy team. * The personnel sub-group of the Trustee board will be ultimately responsible for overseeing the role. | |
| **Scope of the job** | |
| **Service delivery**   * Provide 1:1 advocacy for young people moving into more independent accommodation * Facilitate fortnightly self-advocacy groups related to becoming more independent * Work with partner organisations to develop and promote the work * Monitor and report against funder targets   **Networking**   * Network to develop positive relationships with other organisations that work with young people in order to engage with the people who need advocacy support and promote their needs.   **Organisational Development**   * Contribute to Speak Out’s organisational planning including attending strategic planning days, team meetings, training and other forums as required | |
| **Dimensions and limits of authority** | |
| * Lead and develop the new Transition advocacy project in line with agreed funder targets and Speak Out’s Strategic Plan * Responsibility for spending within agreed project budget | |
| **Main duties and key responsibilities** | **% of time spent** |
| **Service Delivery**   * Provide one to one advocacy to individuals with a range of learning disabilities who are moving to more independent accommodation. * To ensure people supported have the information they need about their options, rights and other support local services. * To follow Speak Out’s Code of Practice for Advocates and procedures for managing case work. Including referral procedures, agreeing advocacy plans with people supported and working creatively with them to achieve positive outcomes. * To facilitate 3 fortnightly self-advocacy groups for young people with learning disabilities in transition with a focus on a move to more independent living. * To engage with young people with learning disabilities and offering support, information and signposting via a drop-in pilot. * Use a range of communication and tools to support people with learning disabilities, including those with complex needs, to communicate about their life. * To record key themes and issues faced by young people in transition and feed these back to service managers and commissioners. * Ensure monitoring and evaluation systems are used, including keeping up to date records of group and individual advocacy issues and outcomes using Speak Out’s CRM database (Charity Log). * Ensure funder targets are met for group and individual advocacy and reports are written in line with funder requirements. * Take part in regular supervision to discuss issues raised in advocacy work. * Keep up to date with professional, advocacy and policy developments relating to your work area, maintaining an up-to-date knowledge of social care, local structures, legislation and other advocacy related issues. * Undertake training and induction into the role will be provided, including the national Advocacy Qualification (QIA) and training to use Charity Log. | 80% |
| **Networking**   * Network and develop relationships/ partnerships with younger people’s services locally whilst maintaining a comprehensive knowledge of other advocacy and support services. Signposted people to these as appropriate. * Share models of good practice and promote an understanding of advocacy with other organisations and staff in the course of your daily work. * Positively promote Speak Out in all networking situations. | 10% |
| **Organisational Development**   * As part of a team contribute to developing strategies to feedback the experience of people with learning disabilities to service providers and commissioners in order to influence positive change in service provision. * Attend monthly team meetings * Be familiar with Speak Out’s policies, procedures and guidelines are ensure these are implemented. * Comply with all relevant Health and Safety legislation and good practice * To understand and comply with Speak Out’s Confidentiality, Data Protection, Safeguarding, Lone Working and Equal Opportunities policies. * Contribute to the review and development of policies as required. | 10% |
| No job description can be entirely comprehensive. The post holder will be expected to undertake other tasks that may be required from time to time.  The job description will be reviewed as necessary. |  |

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| **Person Specification** | |
| **Education and training** | |
| Essential | No specific qualifications required |
| Desirable | Advocacy training or qualification |
| **Knowledge and experience** | |
| Essential | Good understanding of the values and principles underpinning independent advocacy work and be able to put these into practice |
|  | Experience of working directly with people who are undervalued in society in an empowering way |
|  | Experience of providing 1-1 advocacy and maintaining appropriate boundaries |
| Desirable | Experience of running advocacy or other similar service user groups |
|  | Experience of working with and supporting volunteers |
|  | Knowledge and understanding of the issues facing people with learning disabilities including young people in transition |
|  | Good working knowledge of services used by young disabled people |
|  | Experience of using a CRM database for monitoring purposes |
| **Abilities and Skills** | |
| Essential | Good interpersonal, written and oral skills |
|  | Able to work alone with in a framework of supervision and use initiative in order to set up and develop a new project, including recruiting participants and developing relationships with new partners |
|  | Able to communicate effectively with a broad range of people with learning disabilities. Use and develop communication tools as needed and work at a pace appropriate to service user’s needs |
|  | Able to establish and maintain effective working relationships with a range of professional and family members while retaining independence |
|  | Able to record accurate case notes and implement and maintain monitoring and evaluation systems |
|  | Ability to identify and assess potential risks involved in you work activities and manage these according to Speak Outs policies and procedures |
|  | Confident and able to effectively manage time, planning, organising and managing a diverse work load, prioritising tasks and meeting deadlines |
|  | Able to work flexibly as part of a team and carry out agreed actions |
|  | Able to write clear work reports for funders |
|  | Able to research information as needed by the job |
|  | Able to build links and networks with other related local and national organisations |
|  | Possess reasonable computer and keyboard skills including ability to use CRM database |
| **Awareness** | |
| Essential | Awareness of need for confidentiality in all work practice |
|  | Awareness of implementation of equal opportunities practice |
|  | Awareness of the values underpinning Speak Out’s work |