Brighton and Hove Speak Out

JOB DESCRIPTION

Job Title: Self-Advocacy Team Leader
Line Manager: Self-Advocacy Manager/ Director
Date: April 2022

Main purpose of Job

Brighton and Hove Speak Out is an independent advocacy charity for people with learning disabilities.

The post holder has two main areas of work. Firstly, they will lead and work of the Learning Disabilities Voices Network, a user led project which supports people with learning disabilities to develop the necessary skills, confidence and knowledge to self-advocate bringing about positive change in their lives. This project is funded by the Henry Smith Foundation.

The role includes supporting a range of activities, groups and courses that all promote self-advocacy including a used-led steering group, two self-advocacy groups, a weekly drop in, a bi-monthly big advocacy meeting and the development of a new programme of self-advocacy courses for local people with learning disabilities. The post holder will work alongside two other LDVN workers to deliver the project and will have responsibility for supervising these workers.

In addition to the above, they will lead, supervise and manage the Self Advocacy team which comprises two additional team members who facilitate self-advocacy groups funded by the council.

Salary:	£26,975 - £27,514 pro rata (under review)
Hours:	32 hours per week
Contract:	Permanent contract
Location of work:	The organisation is based at the Brighthelm Centre 40 North Road, Brighton, East Sussex, BN1 1YD
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

- Self-Advocacy Team Leader and Coordinator for the Learning Disability Voices Network Project
- Report to the Self-Advocacy Manager/ Director

Main duties and key responsibilities	% of time spent
Team Leader and Project Coordinator responsibilities • Lead the LDVN project providing support and supervision of 2 other workers delivering on the project. • Ensure that all workers follow good practice protocols and meet service delivery requirements set out below. • Ensure all targets and other contractual requirements are met. • Oversee project budget ensuring spending is on track. • Work with the Line Manager to review and develop the service.	15%
Service Delivery • Support two user led fortnightly self-advocacy groups. Support members to gain self- advocacy skills and confidence to run their groups. Support any awareness raising or campaign work groups wish to undertake. • Support the project steering group, comprised of people with learning disabilities to lead on the project by planning, co delivering, publicising and evaluating the project. • Work alongside the Steering Group to plan and host bi-monthly big self-advocacy meetings which are open to all local people with learning disabilities • Work alongside a project worker with a learning disability to maintain links with national self-advocacy networks and share learning in order to build partnerships that can strengthen self-advocacy promoting better outcomes for all. • Develop and Co-deliver two self-advocacy courses each year with learning disabled trainers. • Supervise and support two LDVN Project Workers, one who has a learning disability to deliver other aspects of this project. • Recruit, induct, support and supervise volunteers on the project • Participate in regular supervision with your line manager to discuss issues raised in your work. • Report to funders and Speak Out's Governance Board as required. • Ensure monitoring and evaluation systems are used, including keeping accurate and professional notes. Contribute to annual evaluation and planning of group and engagement work provided by Speak Out. • Undertake outreach activities to engage with people with learning disabilities and promote Speak Out's services. Work closely with other Speak Out services and refer people to these when appropriate. • Fully understand and work in accordance with Speak Out's Confidentiality and Safeguarding policies and procedures. Be able to explain these in accessible language. At all times observe and respect individual's right to confidentiality within the policies.	70%

• Work in accordance with Speak Out's Equality and Diversity Policies and Procedures and work proactively to ensure the service is accessible. • Work as part of a team contributing to service developments, sharing success stories and suggestions for improvement to help shape the future direction of the service.	
<u>Networking</u> • Network and develop positive relationships/ partnerships with local LD services, whilst maintaining independence of the advocacy role. Share models of good practice and promote an understanding of advocacy with other organisations and staff in the course of your daily work. • Build a comprehensive knowledge of other advocacy and support services. Signpost people to these as appropriate. • Positively promote Speak Out in all networking situations.	5%
<u>Personal and Organisational Development</u> • Work in accordance with Speak Out's aims and objectives • Actively participate and contribute to ongoing learning and development through line management supervision, annual appraisal and undertaking agreed training. • 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 regular team meetings • Be familiar with all Speak Out's policies, procedures and guidelines and ensure these are implemented, including complying with all relevant Health and Safety and Data Protection legislation and good practice • Contribute to the review and development of policies as required. • Work flexibly to best meet the needs of the service which may include undertaking occasional evening and weekend work.	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.	

Person Specification **Education and training**	
Essential	No specific qualification required
Knowledge and experience	
Essential	Experience of supporting and supervising staff or volunteers
	Good understanding of the values and principles underpinning independent advocacy work and ability to put these into practice
	Experience of working directly with people who are undervalued in society in an empowering way
	Experience of supporting and facilitating user led and self-advocacy work and maintaining appropriate boundaries
Desirable	Knowledge and understanding of the issues facing people with learning disabilities
	Good working knowledge of services used by people with learning disabilities
	Experience of using a CRM database for monitoring purposes
	Experience of supporting people with learning disabilities to deliver training, public speaking or campaigning
Abilities and Skills	
Essential	Excellent interpersonal, written and oral skills
	Ability to work independently within a framework of supervision and use initiative in order to deliver and develop Speak Out's self-advocacy projects.
	Ability to positively support a team to deliver project outcomes.
	Ability to provide effective supervision and support project workers to achieve positive outcomes and meet required targets
	Ability to build positive, effective relationships with people with learning disabilities while maintaining appropriate boundaries
	Ability 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
	Ability to establish and maintain effective working relationships with delivery partners and a range of professionals and family members while retaining independence
	Ability to record accurate notes, implement and maintain monitoring and evaluation systems and support others to work within required procedures
	Ability to identify and assess potential risks involved in work activities and manage these according to Speak Out's policies and procedures
	Confident and able to effectively manage time, planning, organising and managing a diverse workload, prioritising tasks and meeting deadlines
	Ability to manage and track a project budgets
	Ability to work flexibly as part of a team and carry out agreed actions
	Ability to write clear work reports for funders and Speak Outs Board
	Ability to research information as needed by the job
	Ability to build links and networks with other related local and national organisations
	Possess reasonable computer/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