



## Brighton and Hove Speak Out

# JOB DESCRIPTION

**Job Title: Project Coordinator – Transitions Advocacy**

**Line Manager: 1-1 Advocacy Team leader**

**Date: May 2022**

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

Your role is to provide advocacy to young 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 post holder will provide one to one advocacy, group support, drop-in and information sessions, enabling young people with learning disabilities to develop their self-advocacy skills and 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 outcomes they want to achieve.

**Starting Salary:** £25,491 - £26,975 (pro rata)  
plus 3% pension contribution

**Hours:** 24 hours per week

**Contract:** Permanent contract

**Location of work:** Flexible hybrid working, including some home working and at Speak Out's offices based at:  
Brighthelm Centre, North Road Brighton BN11YD

**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 1-1 advocacy Team leader
- Member of the 1-1 Advocacy team.

Main duties and key responsibilities	% of time spent
<p><b><u>Service Delivery</u></b></p> <ul style="list-style-type: none"> <li>• Coordinate and develop the Transition advocacy project in line with agreed funder targets and Speak Out’s Strategic Plan</li> <li>• Provide one to one advocacy casework to individuals with a range of learning disabilities who are moving to more independent accommodation.</li> <li>• Ensure people supported have the information they need about their options, rights and other support local services.</li> <li>• Follow Speak Out’s Code of Practice for Advocates and procedures for managing casework. Including referral procedures, agreeing advocacy plans with people supported and working creatively with them to achieve positive outcomes.</li> <li>• Facilitate 2 fortnightly self-advocacy groups for young people with learning disabilities with a focus on a move to more independent living. Run the groups in partnership with local young people’s services.</li> <li>• Run fortnightly drop-in session in partnership with local services to engage young people with learning disabilities and offer support, information and signposting</li> <li>• Provide useful information around independence via workshops for young people with learning disabilities in partnership with local colleges and organisations.</li> <li>• Use a range of communication tools to support people with learning disabilities, including those with complex needs, to communicate about their life.</li> <li>• Record key themes and issues faced by young people in transition and feed these back to service managers and commissioners.</li> <li>• 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.</li> <li>• Ensure funder targets are met for group and individual advocacy and reports are written in line with funder requirements.</li> <li>• Oversee spending on the project in line with the project budget</li> <li>• Take part in regular supervision to discuss issues raised in advocacy work.</li> <li>• 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.</li> <li>• Undertake training and induction into the role, including the national Advocacy Qualification (QIA) and training to use Salesforce database.</li> </ul>	80%

<p><b><u>Networking</u></b></p> <ul style="list-style-type: none"> <li>• Network and develop relationships/ partnerships with young people’s services locally whilst maintaining a comprehensive knowledge of other advocacy and support services. Signpost people to these as appropriate.</li> <li>• Undertake outreach activities to engage with young people with learning disabilities and promote Speak Out’s services.</li> <li>• Share models of good practice and promote an understanding of advocacy with other organisations and staff in the course of your daily work.</li> <li>• Positively promote Speak Out in all networking situations.</li> </ul>	<p>10%</p>
<p><b><u>Organisational Development</u></b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Attend regular team meetings</li> <li>• Contribute to Speak Out’s organisational planning including attending, planning days and other forums as required</li> <li>• Be familiar with Speak Out’s policies, procedures and guidelines are ensure these are implemented.</li> <li>• Comply with all relevant Health and Safety legislation and good practice</li> <li>• Contribute to the review and development of policies as required.</li> <li>• Work flexibly to best meet the needs of the service which may include undertaking occasional evening and weekend work.</li> </ul>	<p>10%</p>
<p>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.</p>	

## 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 a supportive and empowering way
Desirable	Experience of running self-advocacy or support groups for vulnerable service users
	Experience of providing 1-1 advocacy and maintaining appropriate boundaries
	Experience of working with young people in empowering ways
	Knowledge and understanding of the issues facing people with learning disabilities, including young people in transition to adult services
	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 within a framework of supervision and use initiative in order to coordinate and develop a 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, family members and partner organisations, while retaining independence
	Able to record accurate case notes and implement and maintain monitoring and evaluation systems (with training)
	Able to identify and assess potential risks involved in your work activities and manage these according to organisational policies and procedures
	Confident and able to effectively manage time, planning, organising and managing a diverse workload, 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 a CRM database

### Awareness

Essential	Awareness of need for confidentiality and equal opportunities in all work practice
	Awareness of the values underpinning Speak Out's work
Desirable	Awareness of legal frameworks such as the Care Act, the Mental Capacity Act, and the Mental Health Act.

