



## **JOB DESCRIPTION**

<b>Job Title:</b>	Independent Advocate
<b>Contract Type:</b>	Fixed Term (1 year, with potential to extend), Part Time
<b>Hours:</b>	16 hours per week (0.4) : Agreed according to the needs of the programme and young person
<b>Salary:</b>	£11,640.72 (£29,101.80 FTE) per annum
<b>Reports to:</b>	Short Breaks Delivery Manager

## **JOB SUMMARY**

### **PURPOSE OF JOB**

The advocacy service offers 1:1 sessions for young people with SEND and uses accessible and creative media to support them to communicate their views. The service enables young people to make choices and voice their opinions, and to remain at the centre of the decision-making process. This service is mainly provided to young people who are Looked After Children or in Care and is accessible to young people who might not communicate verbally. The role includes the requirement to travel to centres outside London.

### **SUMMARY OF KEY RESPONSIBILITIES**

The following sets out the key responsibilities and is not intended as an exhaustive list. The role will require other duties relevant to providing a high-quality service.

- Ascertain the feelings of children and young people with disabilities about their placements and other services they receive, by providing an advocacy service, which enables them to communicate their concerns and feelings about their lives.
- Attend court hearings, social care meetings, liaise with social workers and travel to meetings and other service providers across the country to advocate on behalf of young people.
- Advocate on behalf of young people who have very limited communication ability to raise issues relating to the rights & any identified concerns about their welfare.
- Find creative ways to engage young people and help them communicate in ways best suited to their needs and interests.
- Appropriately feedback to Children's Services Forum the opinions expressed by the children and young people and, where possible, negotiate change so that services and policies are developed that better meet the needs of this group of children and young people.
- Demonstrate the value of including children and young people with disabilities in decision-making processes that affect their lives.
- Aim to ensure young people are made aware of their rights and options that are open to them and are given the opportunity to communicate their feelings and concerns about their situation.
- Visit children and young people identified through the Integrated Children's Disability Service.



- Work with parents, carers and other key people in the lives of children and young people in order to support them in developing and enhancing their own advocacy skills.
- Act as the face of Wac Arts for participants, parents, guardians, carers and external agencies
- Act professionally and with enthusiasm for Wac Arts activity, at all times
- Provide the necessary information required for monitoring and evaluation purposes
- Ensure risk assessments/ registers/ session evaluation and any other relevant paperwork is completed and returned promptly to your line manager
- Respond to correspondence from your line manager or any other member of core staff in a timely fashion
- Report and record any issues surrounding safeguarding according to the Wac Arts Safeguarding Policy
- Attend meetings and training as requested by your line manager
- Make your line manager aware of any issues or complaints

## **PERSON SPECIFICATION**

Candidates must have a clear understanding of and commitment to the aims of the programme. Candidates will ideally possess and be able to demonstrate all or most of the following:

### **Skills and experience**

- An understanding of the procedures surrounding Advocacy work with young people
- At least two years' experience of working in education, youth work or social care
- Ability to act with tact, diplomacy and courtesy with a sensitive approach to the needs of others
- Ability to act independently and work as part of a team
- Experience of managing challenging behavior
- Excellent time-management and ability to meet deadlines
- Excellent communication skills

### **Attitude and approach**

- A positive outlook
- Willingness to undertake training that may be necessary to advocate on behalf of young people
- An understanding of and commitment to equality, diversity and inclusion
- Willingness to work on and off site and at locations outside of London

### **Useful skills and experience**

- A level 2 certificate in Independent Advocacy
- Training in safeguarding of children and vulnerable adults
- Emergency First Aid certificate
- Training in Makaton or (BSL) British Sign Language
- Assistive and Inclusive Technology experience



- Epilepsy Training

This role requires an enhanced DBS clearance, which we will arrange for the successful candidate.

### **Equality**

As an equal opportunities employer, Wac Arts is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy or maternity, race or ethnicity, religion or belief, gender identity, marriage or civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join Wac Arts. We are looking for interest from people who reflect the diversity of London and the communities we serve.