

## **JOB DESCRIPTION**

**JOB TITLE:** *Independent Professional Advocate*

**OFFICE LOCATION:** *Porth – covering Merthyr and / or RCT*

**LINE MANAGER:** *Team Manager*

**SUPERVISORY RESPONSIBILITIES:** *None*

**PRINCIPAL JOB PURPOSE:**

To provide independent information, advice and advocacy to children and young people who are eligible to access the service.

**DUTIES & RESPONSIBILITIES**

To provide an advocacy service for children and young people by:

1. Speaking up for children and young people and where possible enabling them to speak up for themselves. Helping them to achieve an understanding and to participate in and influence decisions that affect their lives. Representing their views, wishes and needs to decision-makers and seeking remedies for breaches of their human rights.
2. To assist young people in exploring options, understanding rights and in making complaints using informal and formal complaints procedures.
3. To negotiate with social workers, senior managers, foster carers, solicitors and other professionals on young people's behalf.
4. To accompany children and young people to decision-making forums and ensure that their views are represented.
5. To publicise the advocacy service to children and young people eligible to receive the service.
6. To promote equal opportunities, anti-oppressive practice and work in an anti-discriminatory way.

7. To monitor referrals/contacts with service users and keep accurate records.
8. In conjunction with the Project Manager and other staff, provide training and information sessions for Social Service staff, carers and other agencies as requested.
9. To assist in the evaluation of the Service.
10. To attend relevant meetings within TGP Cymru as agreed with the Project Manager and to participate in the overall development of TGP Cymru.

The post will involve working independently, using professional judgement and initiative, often in complex and demanding situations, which may involve child protection issues.

### ***WORKING CONDITIONS***

37 hours per week.

In order to provide a service that is available and accessible for children and young people, work outside of office hours i.e. 9.00 a.m. – 5.00 p.m. is inevitable. This will require a flexible approach to the working week and may involve occasional weekend work.

The Team Manager will support the post holder in the performance of their role and will provide regular supervision.

Travel to various locations requiring a full driving licence and access to transport.

***Core competencies (Applicable to all staff)***

<b>Communicating Effectively:</b>	Expresses information and ideas in a clear, concise and accurate manner; listens actively and ensures information is shared
<b>Respecting Individual and Cultural Differences:</b>	Demonstrates the ability to work constructively with people of all cultures gender and backgrounds
<b>Showing Team Spirit:</b>	Develops effective relationships with colleagues and team members within and across the organisation
<b>Managing Yourself:</b>	Manages own behavior in a self-reflective manner and seeks opportunities for continuous learning and professional growth
<b>Producing Results:</b>	Produces quality results in a service-oriented and timely manner and is committed to deliver agreed outcomes
<b>Embracing Change:</b>	Is open to new approaches and ideas, responds positively to change and adapts quickly to new situations

## **PERSON SPECIFICATION**

*(Specific to this role)*

*When completing your application form, please ensure you include evidence of how you meet all the essential criteria/requirements outlined. If you meet any of the desirable requirements, please also include evidence of this. Before completing the application form, you should ensure you read:- *\*'Guidelines for completing the application form'**

<b>REQUIREMENTS:</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>HOW MEASURED</b> Application Form (A) Interview (I) Documentation (D) Test (T)
<p><b>The post-holder will need to evidence skills, knowledge and understanding in their competency statements around:</b></p> <p><b>Performance</b></p> <ul style="list-style-type: none"> <li>• Work with children and young people to identify how and by whom they wish to be represented</li> <li>• Work in partnership with children and young people to represent their preferences and needs</li> <li>• Help children and young people to understand the outcomes of the representation</li> <li>• Support children and young people to evaluate their experiences of the advocacy support and the systems they have encountered</li> </ul> <p><b>Knowledge and Understanding</b></p> <ul style="list-style-type: none"> <li>• Rights</li> <li>• Communication</li> <li>• Safeguarding</li> </ul>	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	<p style="text-align: center;">A &amp; I</p> <p style="text-align: center;">A &amp; I</p> <p style="text-align: center;">A &amp; I</p> <p style="text-align: center;">A &amp; I</p> <p style="text-align: center;">A &amp; I</p> <p style="text-align: center;">A &amp; I</p> <p style="text-align: center;">A &amp; I</p>
<p><b>QUALIFICATIONS</b></p> <p>A professional qualification in social work, youth and community work or related discipline such as Health and Education.</p>	D	A – D
<p><b>EXPERIENCE</b></p> <p>Advocacy or a clear understanding of the role</p>	E	A & I
<p><b>OTHER</b></p> <p>The ability to speak Welsh</p> <p>Full Driving Licence</p>	D	A & I
	E	A & D
<p><b>SPECIALIST TRAINING REQUIRED FOR THIS POST</b></p> <p>None</p>		