



JOB DESCRIPTION

TITLE OF JOB: Advocate (2 x positions available)

JOB REFERENCE: IAS/BH/Jun19

AREA: Brighton and Hove

SERVICE/PROJECT: Impact Advocacy

CLOSING DATE FOR APPLICATIONS: 9.00 am, 1st July 2019

INTERVIEW DATE: 8th July 2019

HOURS PER WEEK: 20

PERMANENT CONTRACT

BAND 3, NJC POINT 22, SALARY £21,496 (pro rata) per annum, paid monthly by Automated Credit Transfer on 25th of each month. (starting salary is dependent on previous advocacy experience)

HOLIDAY ENTITLEMENT: 27 days pro rata per annum, plus 3 extra days at Christmas and the usual statutory holidays.

Impact Advocacy Services deliver person-centred services with individual needs and preferences at the core. We provide a range of advocacy support enabling people with disabilities and health needs to access highly effective, independent, quality and confidential advocacy, ensuring people have rights that are respected, voices that are heard and real choice and control over their lives.

ACCOUNTABLE TO: Service Manager – Lesley Durbin

LINE MANAGED BY: Service Manager – Lesley Durbin

RESPONSIBLE FOR: Under the supervision of the Service Manager the post holder will manage their own caseload and be responsible for day-to-day delivery of a Community Advocacy Service in Brighton and Hove.

For an informal chat, please call Lesley Durbin on 01903 730044

This post is exempt from the Rehabilitation of Offenders Act (1974) and the successful applicant will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS).

BACKGROUND AND AIMS OF PROJECT:

Impact Initiatives was set up over 40 years ago through a partnership including Brighton Borough Council and Sussex University. These people came together as they all wanted to support local people in need and knew this could be most effectively done through pooling resources and skills. Our original remit of 'filling the gaps in statutory services' is as relevant today as it has always been. Today Impact Initiatives manages a range of services in Sussex for all ages, the services are all designed to help people to meet their potential and have an improved quality of life. This is achieved by providing the right support from the right people at the right time. Each of our services has a specialist manager and staff team who are supported by the Impact Central Team who provide management in finance, HR, admin, IT, facilities and project development. This is a cost effective way of the services having consistent professional support and enables them to focus on the service provision.

Impact has provided Advocacy Services in West Sussex for over fifteen years. The services have developed over time changing to meet the current needs of those who use them and the service currently provides a range of community and self advocacy services to people with disabilities in West Sussex. From July 2019, Impact Advocacy will be working in Brighton and Hove as part of the Sussex Advocacy Partnership. Impact Advocacy will be providing community based advocacy support to people with sensory, communication and physical disabilities and for people with autistic spectrum conditions.

This role is to provide one to one advocacy in the community to people with sensory, communication and physical disabilities and with people with autism.

MAIN TASKS

- Providing issue focused advocacy support to an agreed number of advocacy partners.
- Undertaking research and adapting information into accessible formats to enable advocacy partners to make informed choices.
- Setting up and running advocacy surgeries for advocacy partners in a variety of locations across the City.
- Setting up and running 'advocacy drop ins' at a local day services/centres in the City.
- To develop and promote the service to other professionals, potential referrers and customers in Brighton and Hove.
- Recruit and supervise a small team of volunteer advocates.
- To maintain accurate records on an advocacy database.
- Effectively engage in one to one supervision, Peer supervision, training, team meetings and personal development activities consistent with the requirements of the post and individual career goals.
- Adhere to Impact's policies and procedures including safeguarding, equal opportunities and Health and Safety Policy. ..
- To attend service/organizational events and training as required.
- Any other duties within the scope of this post, as may be reasonably requested by the Service Manager.

PERSON SPECIFICATION

Essential Skills & Abilities:

- Evidence of a strong value base and belief in empowering people with a disability to have equal rights.
- Experience of working with people with disabilities.
- A good understanding of Autistic Spectrum Conditions
- Robust understanding of advocacy principles
- Ability to support others to speak up or represent individuals
- Ability to form constructive working relationships with a variety of stakeholders
- Ability to work independently in the community and use own initiative to meet service user needs within service boundaries
- Ability to research and understand the range of issues that people who use our service have.
- Excellent communication skills, able to communicate sensitively and empathetically
- Robust IT skills (Email, Internet, Word, Excel)
- Ability to maintain detailed case notes
- An effective team player
- A willingness to undertake and complete all appropriate training

Desirable Skills & Experience:

- Experience of working in advocacy or a similar field
- Hold a national advocacy qualification- ideally specializing in providing Care Act Advocacy
- Experience of recruiting and supporting volunteers.
- Knowledge of relevant local organisations/agencies and their workings
- Experience of working with people with autism
- Experience of working with sensory, communication and physical disabilities

Supplementary information:

This role description will be subject to review in accordance with the needs of the service. This post is subject to a 6-month probationary period.