

## **JOB DESCRIPTION**

**TITLE OF JOB:** Advocate

**AREA:** West Sussex

**SERVICE/PROJECT:** Parents with a learning disability going through Child Care Proceedings project.

**HOURS PER WEEK:** 20+ hours a week.

**CONTRACT :** Fixed term, 18 months.

**SALARY: BAND 3, SCALE POINT 13**, starting at **£26,726** per annum pro rata, paid monthly by Automated Credit Transfer on 25<sup>th</sup> 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 advocacy, ensuring people have rights that are respected, voices that are heard and real choice and control over their lives.

**LINE MANAGED BY:** Team Leader Child Care Proceedings Project

**RESPONSIBLE FOR:** Under the supervision of the Team Leader the post holder will manage a caseload of parents with a learning disability going through Child Care Protection processes.

**For an informal chat, please call Lucy Hoy 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 IMPACT INITIATIVES:**

*Providing a voice, hope and change for Sussex people in need.*

Impact Initiatives was founded in 1978 to resolve the social issues that Brighton and Hove communities were facing at the time. Our founders were a diverse collection of individuals who cared enough about community issues to come together and take action against the injustices they saw on their doorstep. Over the years Impact has grown and evolved as an organisation but what has never changed, is that we continue to provide a voice, hope and change for the people who need it most.

Today our services work tirelessly to support, champion and inspire children, young people, adults with disabilities and older people. Ultimately, we believe that everybody should have the opportunity to be the best they can be. Our vision is for Sussex people of all ages to reach their potential, living healthy and fulfilling lives.

Impact's model of having a Central Team - who provide expertise in finance, HR, IT and facilities, health and safety, and business development - ensures each of our specialist teams can focus on excellence in individual service delivery and development. We employ around 100 staff who are supported by a team of volunteers and currently work with over 10,000 people each year.

## **ABOUT IMPACT ADVOCACY SERVICE:**

Impact has provided Advocacy Services in West Sussex for over 20 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 advocacy services to people with disabilities in West Sussex. We have recently received funding from the Henry Smith Charity to extend out work with parents with a learning disability who are involved in child care proceedings. This post involves providing advocacy support for parents for up to 18 months while they are at various points in the child care proceedings process.

## **THE ROLE:**

This role is to provide one to one advocacy in the community to parents with a learning disability, who are involved in childcare proceedings. Parents can include mothers, fathers and other close relatives that are taking on parental responsibility for a child.

## **MAIN TASKS:**

- Providing advocacy support to an agreed number of parents with a learning disability.
- Building a rapport with parents with a learning disability.
- Helping parents to understand the Child Care Proceedings processes by providing accessible information to them, this may involve making documents easy read.
- Accompanying parents to key meetings with Children's Services, Solicitors and at Court when needed and supporting them to have a voice in these meetings.
- Supporting parents to access and communicate with local services and organisations relevant to their parenting role.

- Supporting parents for up to 2 months after a child is removed from their care.
- Keeping up to date with Child Proceedings Processes, local services and relevant legislation.
- To maintain accurate records on an advocacy database.
- At times you may be asked to take a small case load from another advocacy service providing support to people around financial issues.
- 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.

# **PERSON SPECIFICATION**

## **Essential Skills & Abilities:**

- A passion for creating a fairer society for people with disabilities.
- Experience of working with people with disabilities.
- Good understanding of advocacy principles
- An ability to communicate both verbally and in written form with people with learning disabilities and a range of professionals
- Robust IT skills (Email, Internet, Word, Teams)
- A passion to improve the experience for parents with a learning difficulty going through Child Care proceedings.
- The ability to travel in a timely manner around West Sussex often in rural areas. A car driver is preferred.

## **Desirable Skills & Experience:**

- Experience of working in advocacy or a similar field.
- Hold a national advocacy qualification.
- An understanding of Child Care Proceedings.
- Knowledge of relevant local organisations/agencies and their workings.

## **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.