

## **JOB DESCRIPTION**

**TITLE OF JOB:** Issue Based Advocate

**AREA:** West Sussex

**SERVICE/PROJECT:** Impact Advocacy

**CLOSING DATE FOR APPLICATIONS:** 8<sup>th</sup> April 2024

**HOURS PER WEEK:** Various, 20+ hours per week.

**CONTRACT:** Permanent.

**SALARY: BAND 3, SCALE POINT 13**, starting **£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 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:** Team Leader – Deena Stockdale

**LINE MANAGED BY:** Team Leader – Deena Stockdale

**For an informal chat, please ring Lesley Durbin or Deena Stockdale 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.

### **Issue Based Financial Advocate role description:**

This role is to provide one to one advocacy in the community to people with Learning disabilities, autism physical and sensory disabilities and acquired brain injury.

### **MAIN TASKS:**

- Providing advocacy support to a case load of advocacy partners around financial advocacy issues.
- Researching information and putting this into easy-to-understand formats for the people that you support.
- Finding and supporting partners to access experts to support with their advocacy need.
- Running and organising advocacy drop-in sessions, both online and in person.
- Recording notes of meeting and maintaining notes on our advocacy database.
- Attending one to one supervision, peer supervision, training, and monthly team meetings.
- Working in line with Impacts policies and procedures including Equalities, Adult Safeguarding and Health and Safety.
- You may be asked to hold a small case load for our other project for parents with a learning disability going through Child Care Proceedings.

## **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).
- Willingness to learn about the range of welfare benefits and support people to access these.
- Having excellent organizational skills and the ability to manage your own time and diary.
- 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.
- Experience of supporting people with a disability to access welfare benefits or debt advice.
- 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.