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<b>Salary  </b>	£15 per hour *
<b>Hours  </b>	Sessional
<b>Supervised By  </b>	Advocacy Manager

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**\* Please note that travel and training time will be paid at half the professional rate**

### Job Purpose

- To provide skilled independent support to children and young people who wish to raise concerns about their care or make representations
  - To empower young people either by enabling them to represent their own views or by speaking on their behalf, or both
  - To ensure the child's viewpoint is heard and to assist the child/young person in seeking a satisfactory resolution to agreed issues
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### Main Responsibilities

- To clarify the concerns and wishes of the child/young person, enabling them to understand how they can make their views heard and what choices they have regarding decisions being made about them
- To ensure the child/young person understands their rights and entitlements
- To enable the child/young person to communicate their views and wishes and to seek a satisfactory resolution wherever possible to issues raised
- To articulate the views of the child/young person on his/her behalf as required
- To make a contract with the child/young person about the help s/he wants and agree the way in which the advocate undertakes the work on their behalf
- To maintain positive working relationships with staff, carers and other professionals to facilitate the resolution of young people's issues, whilst maintaining clear boundaries, confidentiality and independence
- To attend meetings with the child/young person, negotiate with agencies and write letters on behalf of the child/young person as appropriate
- To assist the child/young person to make a complaint if this is necessary, both at the informal and formal stages of the complaints procedure

- To maintain accurate and up-to-date records of cases, within agreed timescales and using prescribed formats in full compliance with the Young Lives Foundation's data protection policy
  - To keep abreast of developments in national and local policy affecting looked after children, children's rights and leaving care
  - To contribute, as required, to the design, content and administration of websites; the production of publications; and the arrangement of events
  - To promote the service, as required, to service users, professionals and relevant agencies.
  - To produce reports including both quantitative and qualitative data on the performance and outcomes of the advocacy intervention in line with agreed performance indicators
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### **Internal Liaison and Working Arrangements**

- To take part in supervision and appraisal and to meet on other occasions, as required, with the Advocacy Manager
  - To attend staff meetings, as required
  - To keep accurate records of time and any expenditure incurred and to ensure that such expenditure is within agreed limits and has been duly authorised
  - To maintain such other records as may be required for the purposes of monitoring, evaluation and review; and to prepare periodic reports
  - To work within agreed quality frameworks and to agreed quality standards
  - To uphold the values and adhere to the policies and procedures of the Young Lives Foundation
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### **Person Specification**

The post-holder must be a positive role model for the young people; a champion of their needs, interests and aspirations; and an effective ambassador for the work and the organisation.

Relevant qualifications/training will be required and candidates will need to possess a variety of skills, experience and personal attributes.

### **Knowledge and Understanding**

- Of issues affecting young people in care and leaving care and those in child protection proceedings
- Of the principles, purposes and practice of advocacy
- Of safeguarding procedures

- Of the rights and entitlements of children in care and care leavers, including children with disabilities and unaccompanied asylum seeking children.

### Abilities and Skills

- To advocate effectively on behalf of young people
- To relate to and communicate with young people in positive, supportive and enabling ways
- To keep clear boundaries at all times
- To liaise effectively with social workers, carers, and others concerned with the welfare and development of young people in a variety of settings
- To manage time and workload efficiently and effectively within agreed timeframes
- To maintain accurate and up-to-date records and produce clear reports
- To communicate effectively, both orally and in writing, with a range of people (young people, professionals and others), using a variety of media including IT

### Experience

- Working with young people in and/or leaving care, unaccompanied Asylum Seeking young people / young people with special needs and/or young people in child protection procedures
- Of effective liaison with other professionals
- Of maintaining clear professional boundaries
- Of working remotely and in the community
- Of managing own case load, working as part of a team and independently

### Personal Qualities

- Good understanding of own feelings and life experiences and how these may affect relationships and reactions to situations
- A high level of integrity and reliability, and recognition of the importance of professional boundaries in terms of relationships, communication and conduct
- Approachable and non-judgemental
- Energy, enthusiasm and sense of humour; and a willingness to engage with young people in a variety of ways
- Commitment to personal and professional development and to working to quality standards
- Be in sympathy with the overall aims and ethos of the organisation

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### Additional Requirements

The post-holder will be required to work flexible sessional hours which will be dependent on the number of referrals received by the service and individual need of service users. Therefore sessional hours offered will have no set daily/weekly/monthly pattern and may involve occasionally working some evenings/weekends.

The post involves travel within Kent, Medway and beyond and the post-holder must therefore have a valid driving licence and use of a car for business purposes.

The post-holder will be required to work remotely and will therefore require access to reliable internet connection and mobile phone signal.

The post is subject to an Enhanced Disclosure through the Disclosure and Barring Service.