**Children and Young Persons Advocate – Trafford**

**Contract:** Fixed-term – 12 months or until the earlier return of the postholder on maternity leave, whichever is sooner.

**Salary:**  £24,722

**Based at:** Trafford and surrounding areas - in person with some remote work

**Hours:** 37 hours

**Our Mission**

We help people to achieve the outcomes that matter to them in their lives, by providing high quality advocacy.

**Purpose of role**

We are looking to recruit a part time Children and Young Persons Advocate to support our provision of Children’s Rights and Independent Advocacy.

Advocacy Focus is committed to providing a service which supports the improvement of outcomes for all Cared for Children and Young People and those subject to Child Protection and Child in Need Plans. In so doing it recognises that some children living in the area have additional and complex needs and that these children can face additional challenges in achieving the best that they can.

Our advocates provide key services to looked after children via independent advocacy, supporting the independent visitor’s service and supporting the Children’s rights service. Our advocates ensure children understand their rights, have a voice, feel listened to and are taken seriously.

**Main duties and responsibilities**

* Manage a caseload of young people and ensure accurate case management and record keeping.
* Escalate any significant issues children and young people raise through the Advocacy Manager and utilising safeguarding procedures within 24 hours of the issue being raised
* Be familiar with and support all children and young people thought the complaints process as required.
* Attend any meeting with cared for children at their request to support them to express their views and opinions
* Provide an advocacy service for Children and Young People subject to a Child Protection Plan
* Provide an advocacy service for Children and Young People subject to a Child in Need Plan
* Ensure that feedback and suggestions from all children and young people engaged with the service is obtained
* Inform young people of their rights under the UNCRC and their rights to participation in any decisions that affect them.
* Provide information, support, or signpost young people, to inform or empower them in regard to choices regarding their mental health, wellbeing, and care needs.
* Work in partnership with other providers in the service area to ensure the best outcomes for the young people you work with.
* Maintain up-to-date knowledge of relevant legislation and statutory guidance
* Work within the appropriate legislation, as well as agreed case-working standards and monitoring requirements.
* Work as a member of the team, attend quarterly team meetings, peer group meetings, and contribute towards service planning and developments for advocacy and the wider organisation.
* Represent Advocacy Focus at various meetings/promotional events as required and to provide feedback to the team.
* Be flexible to support work across all service areas to meet referral, geographical and organisational demands.
* Undertake duties in line with safeguarding and GDPR principles.
* Produce reports for the Advocacy Manager, SLT and others as required.
* Be available to work occasionally in the evening and weekends as required.
* Work within Advocacy Focus’ policies and procedures.
* Be responsible for and commit to, ongoing personal and professional development and completion of any relevant qualifications.
* Undertake any other duties as commensurate with the grading of the post.

**Person Specification – What we need from you**

This section outlines the things we need from a Children and Young Persons Advocate. You will see you don’t always need specific qualifications or experience, but you will need to be able to demonstrate certain personal qualities.

The essential criteria are those things which you must have in order to do the job. Desirable criteria are those qualities that would be either useful, or an advantage to have and/ or are things that you could be trained to do.

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| **Education and training**  |
| **Essential**  | **Desirable**  |
| A minimum of 1 years’ advocacy experience – non statutory and statutory  | IA Qualification  |
| A minimum of 1 years’ experience in community engagement work and working with the public  |   |
| Working experience/ knowledge of local and national safeguarding policies and practice  |   |
| The ability to drive and a full UK drivers’ licence    |   |
| Grade B or above in English and Maths (or equivalent)  |   |
| Knowledge of Health and Social Care Services  |  |
| **Achievements, experience, skills & abilities**  |
| **Essential**  | **Desirable**  |
| Experience of supporting young people through health or social care services.  | Recent experience in a paid or voluntary capacity involving face-to-face advocacy or health/social care provision.  |
| An understanding of the needs and issues faced by young people accessing health and social care services.  | An understanding of human rights and mental health.  |
| Ability to display empathy in a range of situations and deal effectively with conflict situations.  | Experience of advocating for others in a paid or voluntary capacity.  |
| The ability to understand guidelines, policies and records etc. Experience of completing records yourself.  | Knowledge of young people’s rights under the UNCRC and their participation rights.   |
| Ability to listen, understand and respond to people, always putting the person that’s being supported first.  | Experience of participation methods.   |
| Computer literate, including word processing skills, sound keyboard skills and knowledge of MS Word/ MS office applications.  | Experience of developing new ideas that improve people’s independence and working flexibly to achieve them.  |
| A high standard of written and verbal skills including the ability to write letters and reports. | Knowledge of local area and local service provision.  |
| Excellent organisational skills with the ability to manage a complex workload and to prioritise effectively.  |   |
| Ability to work flexibly and manage your own diary.  |   |
| Ability to utilise supervision and peer support.  |   |
| Willingness to undertake training and complete the Independent Advocacy Qualification and/or other training as identified.  |   |
| Ability to get on well with people and work in harmony with others, by both challenging and helping people to develop and learn from their experiences.  |   |
| Ability to be flexible and open to new challenges, ideas and experiences.   |   |