

**BATIAS
INDEPENDENT ADVOCACY SERVICE**

JOB DESCRIPTION

JOB TITLE:	Independent Advocate
LOCATION:	Mobile covering Southend with some visits to Thurrock Head office, and across South Essex areas.
CONTRACTED HOURS:	15 hours per week
SALARY SCALE:	NJC Scale 26-28, £23,866 - £25,463 per annum @ 37.5 hours a week pro rata to contracted hours
RESPONSIBLE TO:	Advocacy Manager
ACCOUNTABLE TO:	Operations Manager & BATIAS Board of Trustees
LIAISON WITH:	Statutory agencies, local voluntary and private organisations, advocates, carers and partners, local communities

JOB PURPOSE:

To promote, support and facilitate the development of advocacy for people with a learning disability, including people with profound and physical / sensory disabilities or complex needs.

The post holder will be responsible for the provision of independent advocacy within the areas covered by a contractual agreement, specifically supporting people with learning disabilities who are going through a crisis situation to help them identify their needs and to enable them to make informed choices and for their voices to be heard on important life issues. The Advocate will assist with casework advocacy and where possible support the development of the life skills of the individual so that they are empowered to lead socially inclusive, independent lives that reflect choice, power and control.

MAIN DUTIES:

1. To provide one to one advocacy as required.
2. To raise awareness and understanding of advocacy (as defined by BATIAS.) within the area covered by BATIAS.

3. To support and empower people to live as independently as possible within the community to be actively committed to the aims of the Care Act 2014, Mental Capacity Act 2019 and other relevant legislation are upheld.
4. To promote self-determination and support people with learning disabilities to speak up or self-advocate at every opportunity
5. To work in a way which is person centred and promote this way of working with other professionals, carers and relatives

Working with others:

1. To ensure that the independence and objectivity of the service is maintained and that the advocate:
 - a. provides an effective and quality service and promotes quality in other agencies, promoting 'best practice' and human rights
 - b. operates with business like efficiency and within the constraints of Best Value
 - c. remains contemporary, innovative and creative in approach, keeping abreast of current ideas, thinking, legislation and developments
 - d. projects an agreed 'corporate image'
2. To foster and develop professional links and good quality relationships with statutory and other agencies. Some 'networking' will be essential, however, the post holder will be required to retain an appropriate distance in such dealings with service providers and other agencies who may ultimately be the recipients of advocacy attention
3. To be aware of local initiatives and consultation exercises related to Advocacy.

Administrative:

1. To keep up to date accurate, professional and factual records relating to the delivery of their service using the BATIAS ORB system
2. To work within the requirements of the UK Data Protection Act 2018 and the General Data Protection Regulations (UK GDPR), maintaining the BATIAS ORB monitoring systems
3. To implement the Equal Opportunities policy and to ensure its continued application.

Personal:

1. To undertake appropriate training as required.
2. To be prepared to work as part of a team, offering support to colleagues where necessary
3. To attend meetings as required, including staff and peer support meetings

4. The post holder will at all times act appropriately and convey a professional image as dictated by the Service.
5. To be able to maintain a flexible working pattern as some evening and weekend work will be required from time to time. It may be necessary to respond to an individual and immediate need at short notice.
6. To actively participate in supervision and your own personal development programme.

General:

1. The role of the Advocate will include travelling across Southend, Thurrock and South Essex, therefore a full driving licence and use of a car is essential or to have access to a car and driver
2. Confidentiality is essential to the work of an advocate and must be maintained at all times.
3. The post holder will act to ensure the independence of BATIAS and to function in accordance with philosophy and policy as defined by the Board of Directors and defined by the charitable status.

Note: This job description is not exhaustive and may be added to or changed from time to time, following discussion and consultation between the post holder and the Manager / Board of Directors.

BATIAS INDEPENDENT ADVOCACY SERVICE

Independent Advocate

PERSON SPECIFICATION

Information for candidates: The person specification provides an outline of the experience, skills and abilities we expect the candidate to possess. When submitting your application, please tell us how you match the criteria which has been asked for. This could include training undertaken and skills and experiences gained during your current and previous employment.

Criteria	Essential
Skills and Abilities	
1. To have worked with people with a learning disability for two years.	
2. To have an understanding and overview of relevant legislation including the Equality Act, Health & Social Care Act, Human Rights Act, Care Act, Mental Capacity Act and Mental Health Act.	
3. To understand and work to the National Advocacy Charter which underpins all advocacy work	
4. To have an understanding of the issues relating to people with profound disabilities and complex needs	
5. To understand the principles of Total Communication and to be able to apply these to people with communication difficulties.	
6. To have experience of supporting people on a one to one basis.	
7. To have complete understanding and awareness of the Southend, Essex and Thurrock Safeguarding Policy and process.	
8. To have knowledge and understanding of delivering a person centred service	
9. Proven ability to challenge, negotiate and work with people who present diverse perspectives.	
10. Ability to communicate effectively and professionally, both orally and in writing, including writing letters and reports using Microsoft word, email and other IT programmes	*
11. To be able to research information and communicate the findings in a way that is accessible and relevant to the client being supported.	
12. To be able to use and maintain client records on a management system within the agreed time scales	
13. Proven ability to prioritise and organise their workload, be able to work under pressure	*

14. Understanding of local networks within the voluntary and statutory sectors and the differences between the two sectors, ensuring that there is clarity between the role of a social worker, support worker and advocate.	
Personal	
1. To a full clean driving licence and the use of a vehicle or have access to a driver	*
2. A commitment to working in partnership with dis-empowered people, equal opportunities practice and the promotion of civil and human rights.	*
3. Committed to ensuring that people with learning difficulties have real choices, are treated with dignity and respect, are given privacy and are enabled to participate and become active members of the community.	*
4. Committed to upholding the views and preferences of the person who they are supporting and not to impose their own moral judgement	*
5. Willingness to undertake training.	*
6. Be able to provide a flexible approach to hours, including occasional evenings and weekends if necessary.	*
7. Highly motivated and able to work independently and as a team member.	*