

**JOB DESCRIPTION**

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|  **JOB TITLE**  |  Advocate (Leeds)  |
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| **LOCATION**  | Cross Green, Leeds, LS9. Work will include delivering outreach across Leeds. |
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| **HOURS**  | 35 hours per week  |
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| **SALARY**  | Grade 4 SCP 11 - £24,829 |
| **CONTRACT** | Initial 12 month contract with possibility to extend subject to funding |
| **REPORTING TO**  | Team Leader - Leeds  |
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| **RESPONSIBLE FOR**  | Various roles as required  |

**Job Purpose:**

This role and project represent the first step in working with Gypsies and Travellers in Leeds. The advocate will focus on carrying regular outreach across Leeds, along with working with local partners, services and third sector projects to find Gypsies and Travellers in the Leeds area. Outreach will cover roadside camps, private yards and people in homes.

You will be working holistically to support the community with a wide range of needs having a focus on our members with complex needs and with families who require educational support. You will be helping members to develop the necessary skills to self-advocate through providing information, signposting and support.

**Organisational Context**

Leeds Gypsy and Traveller Exchange (Leeds GATE) is an established and award-winning civil society organisation with a national profile.  We are recognised as being innovative, brave and creative.  Our overall aim is to improve quality of life for Gypsies and Travellers through addressing inequalities in homes, health, education, and employment, financial and social inclusion. We run a number of community facing and strategic projects to achieve our aims including advocacy, community development and youth work. Those who access our services and activities are members of Leeds GATE.

**Duties and Responsibilities:**

**Advocacy**

* To build good relationships with members, listening to their concerns and being available to talk about challenges they face
* To provide Leeds GATE members with daily accessible and equitable advocacy appointments at our offices and via outreach. Led by our members, topics may include:
* Welfare rights and entitlement
* Housing rights and support
* Health and wellbeing including mental health
* Equalities and justice
* Access to goods and services
* Criminal justice
* Employment support
* Family matters
* To involve our members in the co-production of our services and identify campaigns they feel are important to them such as health, accommodation etc.
* Work with the team leader to set up groups and activities
* To keep effective records & monitoring and ensure casework is delivered to agreed standards and in line with the project agreement/work plan
* To respond appropriately to safeguarding concerns in line with safeguarding procedures of the organisation
* To manage own diary and case load efficiently

**Team**

* To proactively contribute to a committed team
* To ensure confidentiality, risk management and safeguarding through your work
* To maintain and grow knowledge base in delivering high quality advocacy and learn about relevant services in Leeds
* To contribute to the strategic objectives of the organisation as directed by the manager
* To work as directed by the Manager on specific research, consultation, speaking or training

**Project Management**

* To keep accurate records of appointments
* To fill in monitoring forms for the project on time and to a good standard

**Risk Management**

* Ensure good management within all the work particularly that all activities are risk assessed, safe and inclusive – following our processes and policies
* To respond appropriately to safeguarding concerns in line with safeguarding procedures of the organisation
* To follow quality assurance processes as directed by your team leader

**Partnerships**

* To build and maintain a wide network of partner and services in support of advocacy delivery and community development
* To work as directed by managers on specific research, consultation, speaking or training
* To contribute to funding bids as directed by your manager

**General Responsibilities**

* To be willing to work outside of office hours when required
* To be willing and able to travel when required
* To attend all relevant staff team and other meetings as required and produce reports as requested
* To prepare for and participate in regular supervision meetings
* To act in accordance with all Leeds GATE policies, guidelines and terms of employment
* To ensure Leeds GATE Values in all activity
* To undertake appropriate training and personal development programmes
* To contribute to the effective running of the organisation through supporting welcome within the office and supporting GATE events and activities as required
* Use an Asset Based approach, working from people’s strengths
* To challenge racism and stigma through your work
* To undertake any other duties appropriate to the post as required

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

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| **Person Specification** | **Essential**  | **Desirable**  |
| **Qualifications** | English GCSE EquivalentMaths GCSE Equivalent | Safeguarding Level 2NVQ level 4 or equivalent in relevant professional areas or the ability to demonstrate through practical experience the capacity to work at that level |
| **Experience** |  |  |
|  | Working with groups or individuals experiencing exclusion and the barriers they face when accessing services  | Co-production and involving people in service design and delivery |
|  | Working with vulnerable people  | Partnership working – with a good understanding of statutory and non-statutory services in West Yorkshire |
|  | Working within a safeguarding framework – making decisions and sharing information |  |
| **Knowledge**  |  |  |
|  | Advocacy principles and practice  |  |
|  | Relevant legislation and rights, for example in relation to housing, welfare, family, health and equalities |  |
|  | Knowledge of monitoring and evaluation |  |
|  | Knowledge and understanding of safeguarding policies and procedures |  |
|  | Risk management and associated processes  |  |
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| **Skills**  |  |  |
|  | Able to build trusting and effective relationships with our members |  |
|  | Develop partnerships based on shared goals and values |  |
|  |  Excellent written communication skills  |  |
| **Personal Attributes** |  |  |
|  | Commitment to GATE’s values and mission | Able to drive and have access to a vehicle for work purposes. |
|  | Ability to work under pressure and manage competing priorities. | Work flexibly within the needs of the service |
|  | Self-motivated and proactive. |  |
|  | Commitment to person –centred working, with active listening skills and empathy  |  |
|  | Committed to your own learning and development, including reflective practice |  |
|  | Resilient with an awareness of self-care |  |