



Job Description: Advocate

Reporting to: Services Manager

Salary: SCP 12, £21,589 pro rata

Annual increments to SCP 16 subject to performance and funding

Hours: 28 hours per week **Location:** Cross Green, Leeds, LS9

12 month initial contract with possible extension subject to further funding

Job Summary

The post holder will take a holistic approach to providing high quality, accessible advocacy, information, signposting and support to Gypsy and Traveller individuals and families with a focus on promoting mental wellbeing. The post holder will promote Leeds GATE values through their work including Leeds GATE helps people to help themselves.

Directed by the Services Manager and working in partnership with other agencies, the post holder will work to ensure increased accessibility to services. The post holder will work within an agreed monitoring and evaluation framework

Key Duties

Advocacy Provision

- To provide Leeds GATE members with accessible and equitable advocacy at our offices and via outreach. Taking a holistic approach and being 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
 - Education and employment
 - Family matters

- To manage own diary and case load efficiently

- To keep effective records & monitoring and ensure casework is delivered to agreed standards
- To respond appropriately to safeguarding concerns in line with safeguarding procedures of the organisation
- To promote the service to Leeds GATE members and referral agencies
- To conduct outreach to Gypsy Traveller communities

Advocacy & Partnerships Team

- To maintain and grow knowledge base and expertise in delivering high quality advocacy
- To maintain a wide network of partners in support of advocacy delivery and to improve understanding of and offer to Gypsies and Travellers
- To support advocacy volunteers and students with tasks
- To contribute to evaluation of the work of the Advocacy and Partnerships teams
- To contribute to the strategic objectives of the organisation as directed by the Services Manager
- To work as directed by the Services Manager on specific research, consultation, speaking or training
- To prepare and share relevant information regarding issues, support and services in formats suitable GATE staff and Gypsy & Traveller members of GATE
- To make contact with and offer support & learning to identified referral partners

General Responsibilities

- 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
- To undertake any other duties appropriate to the post as required

Person Specification

Education and Training	Essential or desirable	Application/Interview
Maths, English and IT skills sufficient for the role	E	A
NVQ Level 4 in a relevant subject OR equivalent experience	D	A
Other relevant training or education	D	A
Safeguarding	E	A
Knowledge and Experience	Essential or desirable	Application/Interview
Knowledge and experience of advocacy principles and practice	E	A/I
Knowledge and experience of working with people experiencing mental health issues and mental distress	E	A/I
Knowledge of relevant agencies in Leeds	D	A/I
Knowledge and experience of working with groups and individuals experiencing exclusion	E	A/I
Knowledge and experience of working with people with complex needs and vulnerable people	E	A/I
Knowledge of relevant legislation and rights in relation to health, mental health	E	A/I
Knowledge of relevant legislation and rights in relation to housing, welfare, family and equalities	D	
Knowledge and experience of implementing safeguarding legislation and responsibilities	E	A/I
Experience of partnership working	E	A/I
Experience of recording, monitoring and evaluation	E	A/I
Skills and Behaviours	Essential or desirable	Application/Interview
Ability to build trust and effective advocacy relationships	E	A/I
Excellent verbal communication and ability to communicate effectively with a wide range of audiences	E	A/I
Ability to display active listening and empathy	E	A/I
Commitment to person centred working	E	A/I
Ability to work positively as part of a team	E	A/I
Ability to manage own workload and be confident in working independently whilst delivering outreach support	E	A/I
Commitment to personal development, learning and reflective practice	E	A/I
Determined and resilient	E	A/I
Confident, adaptable & with a flexible approach	E	A/I
Awareness of self-care	E	A/I

Last Updated: May 2019