



Job Description

Advocacy Co-ordinator

Reporting to: Partnerships Manager

Line management: Advocacy team members

Salary: SO 1 NJC Scale pt 29 £25,951

Hours: 35 hours per week **Location:** Cross Green, Leeds, LS9

12 month initial contract with possible extension subject to further funding

Job Summary

To co-ordinate, develop, and provide a high quality and accessible advocacy service providing information, signposting and support to Gypsy and Traveller individuals and their families. To work holistically to improve wellbeing, promoting and supporting self-advocacy and adhering to GATE's values including GATE helps people to help themselves. To lead a small team in line with achieving key priorities of the organisation and ensuring effective processes, recording and evaluation of the service. To work with partner agencies to ensure increasing accessibility to Gypsy Traveller communities.

Key Duties

Advocacy Provision

- To provide Leeds GATE members with accessible and equitable advocacy 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 keep effective records and ensure case management to agreed standards
- To respond appropriately to safeguarding concerns in line with safeguarding procedures of the organisation
- To conduct outreach to Gypsy Traveller communities

Advocacy Team Co-ordination & Development

- To lead and manage a small team to include staff, volunteers and students (where applicable)
- To ensure confidentiality, safeguarding and risk management throughout the work of the advocacy team
- To ensure a quality service including effective case management, recording, monitoring and evaluation
- To set plans and targets for the Advocacy Team
- To maintain a wide network of partners in support of advocacy delivery and to improve understanding of and offer to Gypsies and Travellers
- To maintain and develop a broad and current knowledge base within the Advocacy Team
- To lead on communication around the advocacy service to members and to referral agencies
- To work directly with the Partnerships Manager to identify organisational priorities
- To work as part of the wider partnerships team developing and managing stakeholder and partner relationships
- To feed knowledge developed by the Advocacy Team into organisational development activities as required
- To work as directed by the Partnerships Manager on specific research, consultation, speaking or training

Line Management

- To ensure the Advocacy team receives regular supervision in line with the organisation's policy and procedure
- To be responsible for the personal development and training needs of the advocacy team. To ensure that these needs are identified through supervision and annual appraisal, and that the appropriate support or training is offered where possible
- To be fully familiar with all internal policies and procedures, and to ensure their communication to all staff. To ensure that all policies and procedures are adhered to, and that the appropriate training is provided where required

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 providing office cover and support for GATE events 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 as required by the role	E	A
Degree level education 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 or ability to demonstrate similar	E	A/I
Knowledge and experience of working with groups or individuals experiencing exclusion	E	A/I
Knowledge and experience of working with vulnerable people	E	A/I
Knowledge and experience of operational service management and development	D	A/I
Knowledge of policies and processes in relation to service delivery	E	A/I
Knowledge and experience of managing staff / volunteers	E	A/I
Knowledge of relevant legislation and rights, for example in relation to housing, welfare, family, health and equalities	E	A/I
Knowledge and experience of implementing safeguarding legislation and responsibilities	E	A/I
Knowledge and experience of managing risk	E	A/I
Experience of partnership working	D	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
Active Listening Skills	E	A/I
Excellent written communication skills	E	A/I
Knowledge of and commitment to Leeds GATE values	E	A/I
Ability to be non-judgemental	E	A/I
Ability to work positively as part of a team	E	A/I
Willing to travel across west yorkshire	E	A/ I

Last Updated: October 2017