



Job Description: Advocate

Reporting to: Advocacy Co-ordinator

Salary: Scale 5, point 22: 20,661 pro rata

Hours: 21 hours per week **Location:** Cross Green, Leeds, LS9

24 month initial contract with possible extension subject to further funding

Job Summary

To 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 ensure effective recording and evaluation. To manage tasks of volunteers and students. To work with partner agencies to ensure increasing accessibility to Gypsy Traveller communities and to support the Advocacy Co-ordinator in delivering on strategic objectives, as directed.

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 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 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 Advocacy Co-ordinator
- To work as directed by the Advocacy Co-ordinator on specific research, consultation, speaking or training
- To prepare and share relevant information in formats suitable for a range of audiences including Gypsy & Traveller members of GATE
- To promote the advocacy service to Leeds GATE members and referral agencies

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 as required by 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 or ability to demonstrate similar	E	A/I
Knowledge of relevant agencies in Leeds	D	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 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
Experience of partnership working	D	A/I
Experience of recording, monitoring and evaluation	E	A/I
Skills and Behaviours	Essential or desirable	Application/Interview
Good IT, literacy and numeracy	E	A
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
Commitment to person centred working	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: January 2018