

NATIONAL YOUTH ADVOCACY SERVICE

JOB DESCRIPTION

Senior Advocate - Solihull

Salary: £22,751-27,481 per annum,
(Dependent on knowledge and experience)

Hours: 35 hours per week

Leave: 26 days per annum

Pension: Group Personal Pension

Responsible to: Operations Manager

1. General Responsibilities

- 1.1 Subject to the direction of the Board of Trustees to assist in the management and development of the work of NYAS in such a way as to achieve the objectives set out in the Memorandum and Articles of Association of NYAS using methods which meet the highest standards of professional practice.
- 1.2 In carrying out their duties the post-holder will be particularly aware of the requirements of Article 12 of the UN Convention on the Rights of the Child which deals with the right of any child or young person to be consulted in decision making and to be “provided the opportunity to be heard in any judicial and administrative proceedings affecting the child or young person, either directly or through a representative or an appropriate body in a manner consistent with the procedural rules of national law.”
- 1.3 Assist in the development of policies and strategies, which facilitate the participation of young people in the development of public services and the agency, and enable them to contribute to the development of national, regional and local policies concerning young people and practices.
- 1.4 In accordance with NYAS Equal Opportunities Policy to be aware of issues of race, disability, gender, class, sexuality, religion, language and culture in the context of the NYAS service and be willing to challenge practice and policy which unfairly discriminates against young people in any of these areas.
- 1.5 To maintain confidentiality at all times and ensure proper observance of and adherence to NYAS’ Confidentiality and Serious Concerns and Reporting Policy and all other NYAS policy and procedure.
- 1.6 To work toward full implementation of the UN Convention on the Rights of the Child.

2. Specific duties and responsibilities

- 2.1 To have lead responsibility for the co-ordination and delivery of services according to contracts commissioned by the Authority.
- 2.2 To assist in the recruitment and selection of staff, as required.
- 2.3 To be responsible for the allocation of referrals and the management of advocates.
- 2.4 To be responsible for a small caseload.
- 2.5 To consult and work closely with the Director Legal Services in appropriate cases.
- 2.6 To liaise and maintain effective working relationships with all relevant agencies in accordance with the development strategy for the region, and to inform the appropriate senior manager of all significant matters.
- 2.7 To act as a link person for local authorities and agencies with whom NYAS is contracted to provide a service by liaising regularly with the appropriately designated officer, ensuring a supply of information material about NYAS services, and ensuring information is available to young people concerning how to refer themselves to NYAS.
- 2.8 To assist in the monitoring and evaluation of the service through NYAS databases and in the production of regular qualitative and quantitative reports as required.
- 2.9 To attend young people's statutory reviews, if requested and (subject to the terms and conditions of the Contract) to advocate on young people's behalf, as required.
- 2.10 To develop young people's capacity to engage effectively in decision-making processes about their lives in care and to facilitate the representation of their views to relevant committee, working groups and individuals within the area.
- 2.11 To work in partnership with representatives of the commissioning Authority on group projects, consultation events and other activities, in line with the divisional business plan and agreed action plans
- 2.12 To establish or work within a countywide representative standing forum of young people at risk of social exclusion with whom agencies can consult where required.
- 2.13 To represent NYAS on working groups and at meetings, conferences, training events, etc. and to give presentations.
- 2.14. To undertake any other duties as required by the Operations Manager and the Director of Children's Service.

3. Internal liaison and working arrangements

- 3.1 To work to a professional action plan, agreed with the NYAS line manager.
- 3.2 To work within agreed quality frameworks and to agreed quality standards.
- 3.3 To take part in supervision and appraisal and to meet on other occasions, as required with the NYAS line manger.
- 3.4 To participate in staff meetings, as required.
- 3.5 To keep accurate records of any expenditure incurred and to ensure that such expenditure is within agreed limits and has been duly authorised.
- 3.6 To maintain such records as may be required for the purposes of monitoring, evaluation and review.
- 3.7 To uphold the NYAS values and adhere to NYAS policies and procedures.
- 3.8 To undertake such other duties as may, from time to time, be reasonably required.
- 3.9 To undertake monitoring, evaluation and reporting feedback to NYAS and the Local Authority in the form of regular reports and regular meetings with the service management group.

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SENIOR ADVOCATE

PERSON SPECIFICATION

1. Qualifications and Experience

Essential

- 1.1 Educated to degree standard or equivalent.
- 1.2 Experience of Child Protection /Safeguarding Procedures.
- 1.3 Substantial experience of face to face work with young people.
- 1.4 Experience of supervisory or management role.

Desirable

- 1.6 A recognised professional qualification in a childcare related field, such as social work, law, teaching or psychology, with a minimum of three years' experience after qualification.
- 1.7 Experience of working in a voluntary agency.
- 1.8 Experience of working in a local authority.
- 1.9 Administrative experience.
- 1.10 Experience of multi-agency Child Protection/ Safeguarding Procedures.
- 1.11 Experience of local authority complaints procedures, in particular as they relate to children and young people.

2. *Knowledge*

Essential

- 2.1 Knowledge of the provisions of the Children Act 1989 the Children Act 2004 and the accompanying guidance and regulation.
- 2.2 Knowledge of social work practice and working with children and families.
- 2.3 Knowledge of the principles anti-discriminatory practice and equal opportunities.
- 2.4 Knowledge of health, welfare and educational systems as they impact on children and young people.
- 2.5 Knowledge and experience of using databases.

Desirable

- 2.6 Knowledge of management theory and practice.
- 2.7 Knowledge of family court proceedings.

3. *Abilities and Aptitudes*

Essential

- 3.1 Ability to listen to children and young people effectively.
- 3.2 Ability to communicate effectively with children and young people both orally and in writing.
- 3.3 Ability to assess and summarise accurately and concisely.
- 3.4 Ability to work in a way which empowers and enables young people to develop self advocacy skills.
- 3.5 Ability to liaise and develop effective working relationships with a range of professional people.
- 3.6 Ability to negotiate and handle conflict effectively.
- 3.7 Ability to write in a clear and succinct manner and keep accurate records of work as required.
- 3.8 Ability to chair meetings.
- 3.9 Administrative ability.
- 3.10 Ability to work accountably within a managed service.

4. *Attitudes*

Essential

- 4.1 Commitment to the implementation of Equal Opportunities in advocacy practice.
- 4.2 Commitment to anti-oppressive practice.
- 4.3 Commitment to the full implementation of the UN Convention on the Rights of the Child.
- 4.4 Commitment to the NYAS Code of Ethics.
- 4.5 Commitment to the NYAS Confidentiality and Serious Concerns Reporting Policy.
- 4.6 A commitment to personal learning and development.

5. **Personal Circumstances**

Essential

- 5.1 Possess a driving licence and have access to the regular use of a motor vehicle.
- 5.2 Able to work from home and to attend the NYAS main offices, Wirral, or any other specified base, and be prepared to travel widely according to the demands of the Contracts.

*** All posts are subject to receipt of satisfactory references and a satisfactory Criminal Records Bureau enhanced check.**