

Sessional Advocate

NATIONAL YOUTH ADVOCACY SERVICE

Contracted -Self employed Services

Main Purpose of Services

To provide independent and confidential advocacy work in accordance with NYAS' aims and objectives. To empower and enable children and young people to have a voice by providing information, advice, support and advocacy. To assist with training and development of best practice in support of the aims and objectives of NYAS.

ROLE DESCRIPTION

Accountable to	Senior Advocate/Co-ordinator or nominated Manager
Responsible to	Operations Manager and the Senior Management Team
Location of work	Contractors are expected to work from Home and provide visits to appropriate venues.
Remuneration	Paid sessionally at the agreed rate for advocacy and dependent upon the rate agreed by NYAS in contract with a local authority or other agency. This is a self employed role and individuals are responsible for the accurate recording and reporting of their own earnings to the HMRC.
Working Hours	Variable

General Responsibilities

Subject to the direction of the Chief Executive Officer and 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 using methods which meet the highest standards of professional practice. In carrying out their duties, the advocate 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.”

Specific Duties and Responsibilities

Work Direct with Young People

- 1 To empower and enable children and young people to have a voice by providing, information, advice, support and advocacy.
- 2 To be available to work as and when needed , and to provide an agreed number of hours as an advocate on behalf of children and young people throughout the period of accreditation with NYAS.
- 3 To be available to accept referrals from the NYAS Main Offices, or nominated manager.
- 4 To make contact with the child or young person concerned within 24 hours of receipt of a referral wherever possible.
- 5 To meet with the child or young person at a previously agreed time in a setting which is safe and conducive to communication.
- 6 To listen carefully to the young person and to assist the young person to identify the issues which require the assistance of an advocate.
- 7 To advise the young person as to their rights and the context of their issues and the possible consequences of their expressed wishes.
- 8 To represent the wishes and feelings of the child or young person to significant persons and, if in accordance with the young person’s wishes, negotiate on their behalf both orally and in writing.
- 9 To act on the expressed wishes of the child/young person.
- 10 In the course of all advocacy work to be aware of and sensitive to the impact of issues of race, age, gender, class, sexuality, disability and to challenge prejudicial attitudes and discriminatory behaviour.
- 11 To encourage self advocacy by enabling and supporting the child or young person to make informed and free choices, and where appropriate to speak for themselves.
- 12 To enable the child or young person to make effective use of local authority or other Representations and Complaints procedures by providing information, support, advice and representation.

- 13 At all times to aim to achieve outcomes acceptable to the child or young person, and to explain the outcome o decision making to the child or young person.
- 14 To advise the nominated manager and Operations Manager immediately upon the commencement of any legal proceedings directly or indirectly related to the child or young person.
- 15 Subject to appropriate qualifications, experience and further training only, to act as a caseworker to undertake assessments, and provide oral evidence and written reports for family proceedings, to which a child or young person is subject or party. When acting as a caseworker the advocate will be accountable to the Director, Legal Services.
- 16 To maintain confidentiality at all times and ensure proper observance of and adherence to NYAS Confidentiality and Serious Concerns and Reporting Policy, with specific reference to Safeguarding and Child protection concerns.
- 17 To participate in formal supervision/best practice meetings and appraisal, and all meetings arranged for that purpose by the 18 To advise the NYAS HQ and Senior Advocate/ Co-ordinator or nominated manager, immediately of all times when not available to take work (especially annual leave) as soon as practicable.
- 18 To undertake any other duties as identified and agreed with the Operations Manager.

Training and Development

- 1 To assist in the provision of information and training to young people and staff of agencies and local authorities to whom NYAS is contracted to provide a service.
- 2 To assist in the provision of training or conferences to other agencies.
- 3 To assist in liaison with young person’s users group and the development of NYAS young persons groups.
- 4 To participate in NYAS training events, as required.

Administration

- 1 To complete and ensure that all records of contact with young people and agencies are written up promptly, maintained to a high standard and returned to HQ, in accordance with NYAS policies and procedures.
- 2 To ensure that financial claims are completed and submitted in accordance with NYAS policies and procedures(Individuals are responsible for the accurate

recording and reporting of their own earnings to the HMRC)

- 3 To ensure that all case material is completed and submitted immediately upon completion of the work with the child or young person in accordance with NYAS policies and procedures.
- 4 To have access to the internet and an active email address.

In addition to duties outlined above each role has a specific remit.

Issue Based Sessional Advocate (Hourly paid)

To work with an individual child/ young person (as identified in the Case Referral) on a specific issue identified by the child/young person (as specified in the Case Referral), providing advice, encouragement or representation.

Residential Visiting Advocate (Paid per session at the agreed rate) Independent Person secure accommodation

- To visit residential establishments or secure units at agreed fixed intervals (as detailed in the Case Referral). Such visits may be undertaken with an individual but more commonly with a group of young people in order to interact with them and to identify any of their concerns.
- To deal only with issues that can be resolved during that particular visit (as specified in the Case Referral).
- If there are issues that cannot be resolved during the course of the scheduled visit, to make a referral to an Issue Based Advocate using the Matter Referral Procedure below.
- To report regularly on the experience of the children and young people in the establishment they are visiting in order to ensure that the wishes and feelings of the children and young people are heard by those responsible for their care.

Appropriate tasks suitable for your level of experience and qualifications will be agreed with your line manager (Please see person specification)

PERSON SPECIFICATION – ADVOCATE Level 3

1. Qualifications and Experience

Essential

- 1.1 A recognised professional qualification in a child care related field, such as social work, youth work, law, teaching, psychology, with preferably a minimum of three years' post qualifying experience.
- 1.2 Substantial experience of face to face work with young people.
- 1.3 Experience of different methods of communicating with children and young people.
- 1.4 Experience of local authority child protection and safeguarding procedures.

Desirable

- 1.5 A proven record of advocacy work over at least three years.
- 1.6 A post qualification certificate specialising in work with children and young people.
- 1.7 Three years post qualifying social work experience of child protection work.
- 1.8 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 court proceedings, especially family proceedings.
- 2.3 Knowledge of Equal Opportunities principles.

3. Abilities and Aptitudes

- 3.1 Ability to listen to children and young people effectively.
- 3.2 Ability to assess and summarise accurately and concisely.

- 3.3 Ability to work in a way which empowers and enables young people to develop self-advocacy skills.
- 3.4 Ability to communicate effectively with children and young people both orally and in writing.
- 3.5 Ability to develop a sensitive but ‘problem solving’ approach to the situations in which children and young people can find themselves.
- 3.6 A confident, persuasive approach in negotiation of issues.
- 3.7 Ability to handle conflict constructively.
- 3.8 Ability to communicate effectively and confidently with figures in authority, in particular in local authority settings, both orally and in writing.
- 3.9 A pleasant, articulate and, when necessary, sympathetic telephone manner.
- 3.10 Ability to write in a clear and succinct manner and keep accurate records of all cases.

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.

PERSON SPECIFICATION - ADVOCATE Level 2

1. Qualifications and Experience

Essential

- 1.1 A minimum of 5 GCSE's or equivalent.
- 1.2 A relevant qualification e.g. NVQ3 / NNEB.
- 1.3 Experience of local authority safeguarding procedures.
- 1.4 Experience of different methods of communicating with children and young people.
- 1.5 Experience of providing evidence of work activity and hours through clearly written accounts.

Desirable

- 1.6 A minimum of two years' experience of advocacy work in a related field.

2. Knowledge

Essential

- 2.1 Knowledge of the Children Acts 1989 and 2004.
- 2.2 Knowledge of Equal Opportunities principles.

3. Aptitudes and Abilities

- 3.1 Ability to listen to children and young people effectively.
- 3.2 Ability to assess and summarise accurately and concisely.
- 3.3 Ability to work in a way which empowers and enables young people to develop self-advocacy skills.
- 3.4 Ability to communicate effectively with children and young people both orally and in writing.
- 3.5 Ability to develop a sensitive but 'problem solving' approach to the situations in which children and young people can find themselves.
- 3.6 A confident, persuasive approach in negotiation of issues.
- 3.7 Ability to handle conflict constructively.

- 3.8 Ability to communicate effectively and confidently with figures in authority, in particular in local authority settings, both orally and in writing.
- 3.9 A pleasant, articulate and, when necessary, sympathetic telephone manner.
- 3.10 Ability to write in a clear and succinct manner and keep accurate records of all cases.

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.

PERSON SPECIFICATION – ADVOCATE LEVEL 1

1. Qualifications and Experience

Essential

- 1.1 A minimum of five GCSE's or equivalent
- 1.2 Relevant experience of working with children and young people for no less than two years
- 1.3 Experience of different ways of communicating with children and young people
- 1.4 Experience of providing evidence of work activity and hours e.g. clear written accounts

2. Knowledge

- 2.1 Knowledge of Equal Opportunities principles.

3. Aptitudes and Abilities

- 3.1 Ability to listen to children and young people effectively.
- 3.2 Ability to assess and summarise accurately and concisely.
- 3.3 Ability to work in a way which empowers and enables young people to develop self-advocacy skills.
- 3.4 Ability to communicate effectively with children and young people both orally and in writing.
- 3.5 Ability to develop a sensitive but 'problem solving' approach to the situations in which children and young people can find themselves.
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* **All contracts are subject to receipt of satisfactory references and a satisfactory Criminal Records Bureau enhanced check.**