

# THE ADVOCACY PROJECT

## Job Description

### Advocacy Worker

**Salary:** £19,290 - £20,905

**Conditions:** Based on the Terms & Conditions of Employment of The Advocacy Project.

**Accountability:** Operations Manager

### Purpose of Post

The Advocacy Worker will deliver an independent advocacy service to individuals by empowering people to express their views, wishes and choices. The Advocacy Worker will ensure that individuals are able to remain as involved as possible in all decisions which affect their lives.

### This will be achieved by:

1. **Working with individuals** in line with the principles and aims of the organisation.
2. **Managing** your workload efficiently in accordance with the policies and procedures of the organisation.
3. Working as an individual but also as part of a **team**.
4. Developing your skills on an ongoing basis by undertaking organisational training & development & identifying opportunities for **learning**.
5. **Promoting and raising awareness** of the organisation and its services.

## **Main Responsibilities**

### **Case work**

The Advocacy Worker will:

- Manage a caseload of clients in line with organisational service criteria.
- Build and maintain relationships with individuals based on mutual respect, dignity and honesty.
- Enable individuals to represent themselves, where possible, or speak up on their behalf.
- Empower and involve individuals as much as possible in decisions that affect them.
- Liaise with Statutory organisations and voluntary groups as directed by the individual.
- Facilitate group advocacy when required, as directed by the Operations Manager.

### **Self Management**

- Be responsible for the effective management of a caseload.
- Be responsible for implementing the policies, procedures and protocols of the organisation.
- Be responsible for personal safety in and out of the office in accordance with the organisation's Safety Procedure.
- Be responsible for the administrative duties of the post, both operational and personal.
- Participate in the support, supervision and appraisal development process.

### **Team work**

- Share relevant information and give support and encouragement to colleagues.
- Participate in team meetings.
- Assist in the development of the organisation by participating in development days, task groups etc when required.

## **Learning**

- Undertake organisation training & development, identify learning needs & participate in learning opportunities when required.
- Assist in identifying learning needs for the team.
- Feed back on learning opportunities.
- Contribute to the provision of learning and development when required.

## **Promoting the service**

- Present a positive image of advocacy and The Advocacy Project at all times.
- Network with other organisations and agencies and represent The Advocacy Project at different events.
- Assist the Operations Manager in raising awareness of the service.