



## KNOWSLEY DISABILITY CONCERN

### Part-time Advocacy Project Worker – TALK Citizens Advocacy Service

#### Job Profile, Responsibilities and Person Specification

<b>Post Title:</b>	Advocacy Project Worker, TALK Citizens Advocacy Service
<b>Status:</b>	2 year fixed term contract
<b>Hours:</b>	22.5 hours per week (3 days) to be arranged flexibly to meet the needs of the service
<b>Location:</b>	Based in offices at 263a Tarbock Road, Huyton L36 0SD and working across Knowsley
<b>Responsible to:</b>	TALK Advocacy Manager
<b>Purpose of Post:</b>	To empower and enable people to have a voice by providing advocacy, information and support.
<b>Salary:</b>	£20,000 per annum, pro-rata

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#### Background

Knowsley Disability Concern (KDC) is a registered charity delivering a range of services to enable people with disabilities to live their lives independently and have choice and control in decisions that affect them. KDC operates a number of information and advice schemes and advocacy projects including:

- The Talk and Listen Knowsley (TALK) citizens' advocacy project provides a wide range of advocacy support for adults to meet their individual advocacy needs. TALK employs sessional advocates to work in crisis situations where immediate and responsive support is often required.
- The Being Involved Group (BIG) supports a group of self-advocates to speak out for themselves and runs in conjunction with the Young People Self-Advocacy Service which provides advocacy support to young people in transition from school to adulthood.
- The Knowsley Parents Together project supports parents with learning support needs to overcome the barriers they face by providing the opportunity for parents to come together to share their experiences.

- The Direct Payments Support Service offers a variety of support, guidance and advice including associated services, such as payroll processing, to enable people to manage their personal budget and have more choice and financial control in their lives.

## **Responsibilities of the Role**

- To act as an advocate for adults with learning disabilities
- To advocate in person, by telephone, letter or email as required and in locations appropriate to the individual circumstances
- To ensure that all communication is effective and meets the required needs of the individual
- To maintain accurate records and to input data as required (case notes)
- To establish a professional working relationship with organisations involved with people who require advocacy, and in particular with Knowsley Advocacy Hub
- To meet on a regular basis for supervision and annually for appraisal with the TALK Advocacy Manager
- To contribute to the monitoring and evaluation of the TALK Citizen Advocacy Service
- To contribute to the overall work of the organisation and to attend advocacy team meetings
- To maintain confidentiality at all times and ensure proper observance and adherence to KDC Confidentiality and Safeguarding Policies and all other KDC policies and procedures
- To ensure that all work undertaken is delivered in accordance with KDC's equalities policy and current legislation including the National Advocacy Standards and good practice guidelines

## **Person Specification**

The post-holder will have:

- Experience in advocacy
- Experience of supporting people who have learning disabilities, their needs and an understanding of the barriers they face
- Experience in working with people who are under a great deal of emotional stress
- Ability to manage conflict and offer positive ways forward in difficult situations
- Experience in using Microsoft Office applications including Word (essential), Excel and Access (desirable) and will be willing to build on these skills
- Ability to develop strong working relationships with people from other organisations
- Experience of preparing clear written and verbal reports
- Ability to work independently and use own initiative
- Ability to communicate and interact effectively, creatively and sensitively with individuals who have communication problems
- Ability to communicate and interact positively and supportively with clients, colleagues, parents, carers and other professionals
- Ability to mediate, negotiate, advocate and cope with the unexpected

- Good self-organisational skills and the ability to keep clear, concise and objective records
- Ability to be flexible and organise time according to the demands of the project
- Awareness of the need for confidentiality
- Ability to review their work and performance and to seek opportunities to learn new skills
- An understanding of and commitment to the aims of the organisation and of issues related to disability and disadvantage
- An understanding of equality and diversity issues and anti-discriminatory practice
- A commitment to promote choice, independence, rights and inclusion and to ensuring the people we work with are safeguarded
- Ability to travel throughout the Borough of Knowsley and its borders

**Please note that because this role involves work with vulnerable adults, you will be required to undergo an enhanced Disclosure and Barring Service (DBS) check.**

**Knowsley Disability Concern**

**March 2013**