

JOB DESCRIPTION

JOB TITLE:	Advocacy Facilitator / self advocacy groups facilitator
LOCATION:	Grays Office based
CONTRACTED HOURS:	23 hours a week
SALARY SCALE:	£23,398 – £24,964 37.5hours per week, pro rata 23 hours per week
RESPONSIBLE TO:	Chief Officer
ACCOUNTABLE TO:	Chief Officer and BATIAS Board of Directors
LIAISON WITH:	Statutory agencies, partner agencies, local voluntary and private organisations, advocates, carers, parents, local communities, schools, colleges, local employers, health providers.

Aim of the Role

As part of a small team, assist those with learning disabilities to be empowered, through a mixture of self-advocacy groups, half-day workshops and one to one support

The aim of the project is to facilitate and develop self-advocacy groups including Club4U, a Tuesday evening social friendship group in Basildon and AB4D hub meetings across South Essex. The role will also include supporting a small group of young people leaving school to communicate their aims and hopes in their Education, Health and Care Plan.

The facilitator will also be responsible for supporting other self-advocacy groups through Stay Well health workshops and activities around digital safety. The facilitator will offer opportunities for group members to discuss issues that are important to them and when needed signpost individuals onto support services which can help them.

MAIN DUTIES:

1. Identify and engage adults with learning disabilities who are isolated and would benefit from the social inclusion of Club4U, the Basildon social friendship club.
2. To take lead responsibility for the practical planning, co-ordination and safe running of the weekly club nights.
3. Identify adults with learning disabilities in Basildon, Brentwood, Castle Point and Rochford who could engage in the AB4D project.
4. Facilitate AB4D groups and events for adults with an experience of learning disability, providing opportunities for individuals to socialise and meet new people, learn new skills, share their experience of their local community, speak up about local issues and find innovative ways of solving them together.

5. In a group setting, where an individual identifies an issue which would benefit from advocacy support, signpost to appropriate support.
6. Work on a 1:1 basis with young people at local special academy to facilitate their input into their Education, Health and Care plan.
7. Develop and deliver workshops on Stay Well health and digital safety.
8. Develop accessible information as required.
9. Keep up to date, accurate, professional and factual records relating to those being supported, and any one to one support given using the BATIAS ORB casefile database system, including both quantitative and qualitative data.
10. Monitor and evaluate the service, using the systems in place or develop appropriate systems, and provide regular reports as required by funders.
11. Foster and develop professional links and good quality relations with other agencies, such as health and social care, day and residential services and voluntary organisations, while retaining an appropriate distance in such dealings to avoid conflict of interest.
12. Maintain the independence and objectivity of the service by:
 - a. providing an effective and quality service and promoting quality in other agencies
 - b. operating with business like efficiency and within the constraints of Best Value
 - c. promoting the best practice of advocacy and upholding human rights
 - d. remaining contemporary, innovative and creative in your approach
 - e. projecting an agreed 'corporate image'
 - f. keeping up to date with current ideas, thinking, legislation and developments
13. To work within the requirements of data protection legislation at all times.
14. To implement the Equal Opportunities policy and to ensure its continued application.
15. To undertake appropriate training as required.

Note: This job description is not exhaustive and may be added to or changed from time to time, following discussion and consultation between the post holder and the Chief Officer or Board of Directors.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Skills and Abilities		
1. To have worked with vulnerable people for two years.	*	
2. To have an understanding of the issues relating to people who are isolated and have a learning disability.	*	
3. To have experience of facilitating groups	*	
4. To have knowledge and experience of the purpose and practice of advocacy.	*	
5. To understand the principles of Total Communication and to be able to apply these with people with communication difficulties.	*	
6. To know how to access information and signpost people to relevant services	*	
7. To have the ability to use an internet based data base	*	

management system		
8. To have proven ability to support people who present diverse perspectives.	*	
9. To have experience of presenting information in an innovative way.		*
10. To be able to develop accessible information that meets the individual needs of the clients		*
11. To have the ability to communicate effectively, both orally and in writing, including writing letters, reports and monitoring and evaluation documents.		*
12. To be able to research information and find solutions to problems		*
13. Proven ability to prioritise and organise the projects workload, be able to work under pressure and meet agreed deadlines.		*
14. To have an awareness of local networks within the voluntary and statutory sectors and have an awareness of the differences between the two sectors.		*
15. To be able to use computer software including Microsoft Office applications to produce documents, letters and reports.		*
Personal		
1. To a full clean driving licence and the use of a vehicle (or have access to a driver).	*	
2. A commitment to working in partnership with dis-empowered people, equal opportunities practice and the promotion of civil and human rights.	*	
3. Committed to ensuring that vulnerable people have real choices, are treated with dignity and respect, are given privacy and are enabled to participate and become active members of the community.	*	
4. Committed to upholding the views and preferences of the person supported and not to impose their own moral judgement	*	
5. Willingness to undertake training.	*	
6. Be able to provide a flexible approach to hours, including evenings and weekends if necessary.	*	
7. Highly motivated and able to work as a team member.	*	