

# THE ADVOCACY PROJECT

## Job Description

### Trainee Advocacy Worker

**Salary:** £18,589 - £21,114

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

**Accountability:** Operations Director

#### Purpose of Post

The Trainee Advocacy Worker will deliver an independent advocacy service to clients by empowering people to express their views, wishes and choices. The Trainee Advocacy Worker will ensure that clients 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 and **learning** on an ongoing basis by undertaking Continuous Professional Development as required.
5. **Promoting and raising awareness** of the organisation and its services.

#### Main Responsibilities

##### Working with Individuals

- Build and maintain relationships with clients based on mutual respect, dignity and honesty.
- Enable clients to represent themselves, where possible, or speak up on their behalf.
- Empower and involve clients as much as possible in decisions that affect them.
- Liaise with Statutory organisations and voluntary groups as directed by the client.
- Facilitate group advocacy when required, as directed by the Operations Director.

### **Self Management**

- Take responsibility for implementing the policies, procedures and protocols of the organisation.
- Personally manage a caseload of individuals requiring advocacy support.
- Utilise the Caseload Management System for personal workload including recording of outcomes.
- Take responsibility for personal safety in and out of the office in accordance with the organisation's Safety Procedure.
- Participate in the support, supervision and appraisal process.

### **Team work**

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

### **Learning**

- Undertake the Professional Practice Award in Independent Advocacy
- Identify own learning needs through Continual Professional Development. .
- Assist in identifying learning needs for the team.
- Feedback 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 Operational Team in raising awareness of the service.

