

## **Job Description**

**POST:** Children & Young People's Individual Advocacy Worker (East Lothian)

**GEOGRAPHICAL REMIT:** East Lothian, Midlothian, Edinburgh and Scottish Borders

**LOCATION:** Musselburgh

**HOURS:** part-time, 14.5 core hours  
(a full-time week is 36.25 hours)

**SALARY:** Grade AP4, £24,293 – £26,890 per annum FTE.  
Starting salary £24,293 per annum, £9718 pro rata.

**LINE MANAGER:** Individual Advocacy Manager

## **INTRODUCTION**

CAPS is an INDEPENDENT ADVOCACY ORGANISATION whose purpose is to make sure the voices of the people we work with are heard.

This post is an opportunity to be part of an exciting new team at CAPS which will provide individual advocacy to children and young people who are going through the Children's Hearing system. CAPS will be the main provider of advocacy for this issue to children and young people aged 5-18 who are resident in East Lothian and Midlothian. CAPS will also be the alternate provider for this work in Edinburgh and the Scottish Borders, so additional work in these areas will be expected.

## **BACKGROUND**

CAPS is an INDEPENDENT ADVOCACY ORGANISATION. In our existing services for adults, CAPS works with people who use or have used mental health services to make sure their voice is heard. The main purpose of CAPS' work is to assist the people we work with, as individuals or as members of a group, to set their own agenda, make their wishes known and to have a say in how they live and what services they use.

We are set up so that the organisation and its advocates are as free as possible from any conflicts of interest. We are independent from the people who fund us and those who provide other services to the people we work with. CAPS is a member of the Scottish Independent Advocacy Alliance (SIAA) and we adhere to the Principles and Standards of Independent Advocacy. CAPS was established in 1991.

CAPS' office is in Musselburgh, East Lothian. We also provide Collective and Individual Advocacy in East Lothian and Midlothian to adults with mental health issues.

The Children & Young People's Advocacy service is a new service which will be provided by a small team of paid staff who will work with children and young people

aged 5-18 to assist them to express their views and wishes when going through the Children's Hearing system.

## **GENERAL PURPOSE OF THE POST**

The principal function of this post is to provide direct individual advocacy to children and young people aged 5-18 when going through the Children's Hearings system. The post-holder will work within a new team of children's advocacy workers which, although separate from the adult team, will form part of the larger Individual Advocacy service at CAPS Independent Advocacy.

The focus of the work will be the provision of independent advocacy relating to the Children's Hearings system and to support children and young people to express their views and have their wishes heard when going through this process in East Lothian.

The post-holder will also be expected to provide occasional support at Children's Hearings in Midlothian, Edinburgh and Scottish Borders. Additional hours will be available to cover work in Edinburgh or Scottish Borders. The post-holder will be expected to manage their own caseload and monitor and report on progress in their work.

## **TASKS**

### **Advocacy**

- to provide independent advocacy to children and young people meeting the criteria for using the Children & Young People's Individual Advocacy service;
- to respond quickly and efficiently to requests for individual advocacy;
- to provide the advocacy the young person requires in Children's Hearings in accordance with the National Practice Model guidance;
- to record advocacy work in line with Data Protection and other relevant legislation for the purposes of monitoring the work of the project;
- to use case management software in accordance with CAPS procedures, ensuring accurate information is available for casework as well as monitoring and reporting purposes;
- to make documents related to the Children's Hearings process understandable to the children and young people we work with;
- to liaise with other professionals involved in a young person's care from point of referral onwards and assist that young person to express their wishes and views in the Children's Hearings process;
- to make contact with specific support and advice agencies e.g. solicitors who can offer expert advice and guidance;
- to liaise with other advocacy services to ensure continuity of advocacy provision;

- to promote and safeguard the rights and welfare of the children and young people we work with;
- to work flexibly within the Children & Young People's Advocacy team to ensure that all referrals to the service are dealt with promptly and effectively.

### **Development Work**

- to publicise CAPS' service and young people's right to advocacy during the Children's Hearings process to children and young people and other relevant stakeholders;
- to attend relevant meetings where appropriate;
- along with the Children & Young People's Advocacy team, to identify any issues and barriers relating to the uptake of advocacy and monitor, assess and review the effectiveness of advocacy work undertaken,
- to contribute to future improvements in the provision of independent advocacy for children and young people;
- to liaise with other advocacy services supporting children and young people;
- any other duties deemed relevant to the post.

### **Miscellaneous**

- to have a commitment to, and ensure the practical application of, CAPS' policies and procedures, and ensure that their own actions in their work meet the standards as set by CAPS;
- for the good of CAPS, to recognise that staff have a duty to be flexible enough in their working practice to support the work of other functions within the organisation;

### **Contacts**

- children and young people;
- children and young people's family members
- children and young people's service providers, e.g. social work, SCRA, etc;
- members of staff of support and advice agencies related to the Children's Hearings process, e.g. solicitors;
- other advocacy organisations and their staff;
- CAPS' Management Committee, staff and volunteers.

### **MANAGEMENT**

You will be line managed by the Individual Advocacy Manager through regular supervision sessions. You will be ultimately accountable to the Management Committee and will be expected to report to them when required.

You will also take part in team meetings with other CAPS staff.

### **LOCATION**

You will be based in CAPS office in Musselburgh. You will also be expected to travel within East Lothian, Midlothian, Edinburgh and Scottish Borders and occasionally outside these areas. Travel expenses will be reimbursed.

## **FUNDING**

This post is fixed term until 31 March 2021 and will continue thereafter subject to continued funding by Scottish Government.

## **EMPLOYER**

Your employer will be CAPS' Management Committee.

## **TRAINING**

You will be expected to participate in training as required by Scottish Government. Further training and personal development will also be identified through supervision with your line manager. You may also ask for particular pieces of training. It may not be possible to approve a particular piece of training if we do not have the resources.

## **WORKING HOURS**

Your working hours will be 14.5 hours per week (part-time). Flexibility of days according to demand would be expected. Some evening work may be required which would be incorporated into your normal working hours.

Your hours would focus on work in East Lothian but you will also be expected to provide cover and assistance for the worker in the Midlothian area.

**Additional work in Edinburgh and Scottish Borders will also be expected according to demand and this would be paid in addition to your core work in East Lothian.**

## **HOLIDAYS**

30 days annual leave plus 5 fixed and 6 floating public holidays, pro rata.

## **MISCELLANEOUS**

For the good of CAPS, all staff have a duty to be flexible enough in their working practice to support the work of other functions within the organisation.

This post will be subject to membership of the Protecting Vulnerable Groups Scheme (PVG Scheme) for regulated work with children and appropriate check.

CAPS Independent Advocacy  
Old Stables  
Eskmills Park  
Station Road  
MUSSELBURGH  
EH21 7PQ

Phone: 0131 273 5116  
[www.capsadvocacy.org](http://www.capsadvocacy.org)

CAPS Independent Advocacy is a Scottish Charitable Incorporated Organisation.  
Scottish charity number: SC021772