

## **Job Description**

POST: Children & Young People's Individual Advocacy Worker

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

LOCATION: Musselburgh

HOURS: part-time, 16 hours  
(a full-time week is 36.25 hours)

SALARY: Grade AP4, £24,657 – £27,293 per annum FTE.  
Starting salary £24,657 per annum, £10,883 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 join CAPS' Children and Young People's Team which provides individual advocacy to children and young people who are going through the Children's Hearings system. CAPS is the main provider of advocacy for this issue to children and young people aged 5-18 in East Lothian and Midlothian. CAPS is also the alternate provider for this work in Edinburgh and the Scottish Borders, so some work in these areas will also be expected.

## **BACKGROUND**

CAPS is an Independent Advocacy Organisation which provides Individual Advocacy to people from East Lothian and Midlothian who have mental health issues or are using drugs and alcohol. We also provide advocacy for children and young people going through the Children's Hearings process, in these areas. We provide Collective Advocacy to groups of people across Lothian with mental health issues so they can come together and voice their experiences in order to bring about change for others or improvements in services.

The main purpose of CAPS' work is therefore to assist people, through advocacy, 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. Visit our website for more details [www.capsadvocacy.org](http://www.capsadvocacy.org)

We are set up so that the organisation and its staff 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.

## **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 experiencing the Children's Hearings system. The post-holder will work within a small team of children's advocacy workers which, although separate from the adult team, forms 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. The post-holder will also provide advocacy to children and young people to assist them in expressing their views and wishes on contact with their siblings who are experiencing the Children's Hearings process.

The post-holder will work equally across East Lothian and Midlothian. Some additional advocacy work will also be required at Children's Hearings in Edinburgh and the Scottish Borders where CAPS are the alternate provider. 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;
- ensure all your work behaviours display an anti-racism approach and challenge any prejudice and discrimination shown to people with protected characteristics.

### **Contacts**

- children and young people;
- children and young people's family members;
- professionals involved in children and young people's lives, e.g. social work, Scottish Children's Reporter Administration (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 2022 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 16 hours per week (part-time), worked over 3 days. 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 will focus on work in East Lothian and Midlothian but you will also be expected to undertake occasional work in Edinburgh and Scottish Borders.

## **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.

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CAPS Independent Advocacy is a Scottish Charitable Incorporated Organisation.  
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