

# Senior Advocate



national youth  
advocacy service

gwasanaeth eiriolaeth  
ieuenctid cenedlaethol

## Job Description

**Main Purpose of Job:** To have day to day responsibility for the effective delivery and promotion of advocacy, ensuring that all service targets and outcomes are consistently achieved in line with contract specifications. To recruit and induct advocates. To allocate referrals and to provide case support for advocates. To ensure children and young people are safeguarded at all times.

**Accountable to:** Service Manager/Project Coordinator

**Location:** Home based

### *Duties & Responsibilities*

- Develop a pool of advocates as required by the service, by recruiting and supporting them through induction, in accordance with safer recruitment processes and NYAS policies and procedures.
- Safeguard and promote the welfare of children.
- Manage the allocation of referrals to advocates<sup>1</sup> identifying the most appropriate advocate as determined by the needs of the child/young person and with due consideration given to the budget.
- Monitor advocacy cases through our case management systems and direct contact with sessional advocates, children, young people and other professionals. To authorise advocates' case notes and expenses to ensure they are of the expected high standard and in line with the NYAS recording policy.
- Provide direct case support for advocates and/or self-employed advocates by phone, email or face to face contact.
- To plan, facilitate and record quarterly best practice meetings with self-employed advocates or monthly supervision with advocates to share good practice and enable the dissemination of necessary NYAS information, updates and training.
- Carry a caseload of between 30% to 50% of your contracted time (depending on contract) on advocacy referrals by agreement with the line manager. To advocate for vulnerable children and young people according to the local contract service specification, ensuring their voice is heard by those who are making decisions about them.

---

<sup>1</sup> The term advocate relates to either self-employed advocates, employed advocates or volunteer advocates.

- Develop children's and young people's abilities to speak for themselves through informing them of their rights and working with relevant other professionals to enable children and young people to take part in key meetings.
- Update and maintain case files on bespoke systems.
- Ensure all Child Protection and Safeguarding concerns are reported appropriately and in line with NYAS policies and procedures and LSCB practice.
- Monitor advocacy referrals, activity and budgets, and prepare statistical and qualitative reports through bespoke systems for quarterly monitoring meetings in order to ensure the service is reaching targets and keeping within budget. To identify recurring themes arising from the work with children and young people and highlight these with the relevant people as they arise throughout the reporting period.
- Responsible for completing the monthly NYAS reporting through bespoke systems, using this to help identify any concerns with high case costs and ongoing cases as well as to record other important information.
- Act as the link between the service and the local authority regarding operational matters.
- Liaise with the relevant NYAS Service/Operations Manager to develop further opportunities to secure additional funding within the service area.
- Produce a rolling an annual programme of meeting with key personnel and teams relevant to the service supported by NYAS promotional materials in order to increase the number of referrals from young people for advocacy.
- Work in co-operation with other NYAS services and to provide cover for colleagues on occasion.
- Partake in regular supervision, annual appraisal and development opportunities and attend and participate in quarterly NYAS regional meetings.
- Uphold NYAS values and behaviours.
- Maintain confidentiality at all times and ensure proper observance of and adherence to NYAS policies and procedures.
- Keep up to date with changing policy and legislation in regard to children's and NYAS' priority groups of children and young people. This may also extend to vulnerable adults.
- Be able to work some unsocial hours as required in line with the demands of the role.
- Any other duties as reasonably required by NYAS.

## Person Specification

Qualifications		
Educated to at least Level 3 equivalent with good standard of English and Maths.	E	A, D
Professional qualification in either social work or a relevant field.	D	A, D
Experience and Knowledge		
Proven experience in working with children and young people in a social care setting, particularly children in care.	E	A, I
Proven experience of supervising staff and/or volunteers.	E	A, I
Knowledge of the legal and policy frameworks for looked after children, vulnerable children and young people and adults, and how this applies to the role.	E	A, I
Experience and understanding of child protection/vulnerable adult safeguarding procedures.	E	A, I
Aptitude		
Ability to communicate effectively and to a high standard both orally and in writing to a wide range of people.	E	A, I
High level of organisational and administrative skills.	E	A, I
Excellent negotiating skills.	E	A, I
Excellent computer skills in a Microsoft Windows environment	E	A, I, T
Interview and training skills.	E	A, I
Financial/budget skills.	E	A, T
An understanding of the importance of listening to children and young people without bias or prejudice	E	A, I

## Person Specification - Continued

Commitment to the principles of equality, diversity and inclusion.	E	A, I
<b>Other role requirements</b>		
Possess a driving licence and have access to the regular use of a motor vehicle.	E	A, I, D
Able to travel widely according to the demands of the post, including to the NYAS main offices	E	A, I
Expectation that post holder will live within in or close to the geographical area of the service	E	A

*E= Essential, D= Desirable*

*A= Assessment, I= Interview, D= Documentation, T= Test*

**All posts are subject to receipt of satisfactory references, Digital Risk Assessment and a satisfactory DBS enhanced disclosure check**