

### Job Description

<b>Job Title:</b>	Homelessness Advocate
<b>Service:</b>	London & SE Children's Rights service
<b>Reporting to:</b>	Children's Rights Services Manager (or nominated supervisor)
<b>Salary Range:</b>	£25,500 to £29,500 per annum (depending on experience)
<b>Work Pattern:</b>	35 hours per week
<b>Location:</b>	Hybrid and flexible – a mix of working from our London office, from home and regular work with young people in the community
<b>Contract Type</b>	Permanent

Coram Voice is the leading specialist provider of advocacy and children's rights services for children and young people in care and on the edge of care. We support some of the most vulnerable children and young people in society, giving voice to the voiceless and reaching out to those who have missed the support they need. Join us as we work to transform the lives of children and young people by supporting them to uphold their rights and actively participate in shaping their lives.

Coram Voice is part of the Coram group of charities, which develop, deliver and promote best practice in the support of children and young people. Our vision is that every child has the best possible chance in life.

**All Coram Voice staff are expected to work in line with our brand, values and management principles, in particular by:**

- Building and maintaining meaningful, supportive, mutually empowering relationships with and between colleagues, partners, and children and young people.
- Creating and supporting a friendly and trusting working environment, working flexibly and supporting each other in times of high workload or when life gets difficult.
- Accepting personal responsibility for our work and being accountable for delivering results against those responsibilities.
- Recognising that we all have a role to play in all aspects of Coram Voice's success, in particular in supporting fundraising, storytelling, and involving children and young people in shaping the future of Coram Voice.

### **Main focus for the post**

This post will be part of our Children's Rights Services team based in Coram's Campus in central London, and will have a key role in our provision of advocacy services to children and young people experiencing, or at risk, of homelessness.

1. Provide direct advocacy support to children and young people, holding a caseload, with a focus on those experiencing, or at risk, of homelessness.
2. Support with developing the quality of services and projects delivered by Coram Voice to children and young people experiencing, or at risk, of homelessness.
3. Support Coram Voice's work to promote the rights of children and young people and end youth homelessness.

### **Main duties & Responsibilities**

1. Provide direct advocacy support to children and young people, holding a caseload, with a focus on those experiencing, or at risk, of homelessness:
  - Undertake advocacy and other related children's rights casework with young people.
  - Ensure that children and young people working with Coram Voice are informed of, understand and are supported to engage their rights. Produce written or verbal representation with the purpose of ensuring the view of the child or young person is listened to, heard and given due consideration in decision making about their lives.
  - Liaise and negotiate with other agencies concerning specific young people and on general issues as required, raising awareness of advocacy and upholding children's rights.
  - Take responsibility for maintaining sound records in line with Coram Voice's recording guidelines, which can also be used in supervision, quality assurance, reporting and financial processes.
2. Support with developing the quality of services and projects delivered by Coram Voice to children and young people experiencing, or at risk, of homelessness:
  - Support the development of resources and materials that promote the rights of children and young people experiencing, or at risk, of homelessness.
  - Help monitor the delivery and development of specialist projects including evaluation of project outcomes and providing information to support funding applications and grants.
  - Contribute service improvement and approaches that will better address the needs of children and young people with experiencing, or at risk, of homelessness.
  - Contribute to the policy and co-production work of Coram Voice in relation to children and young people experiencing, or at risk, of homelessness.

3. Support Coram Voice's work to promote the rights of children and young people and end youth homelessness:
  - Support with the delivery of specialist training courses and events which promote the rights, wishes and feelings of children and young people experiencing, or at risk, of homelessness.
  - Support children and young people to contribute their stories and insights to Coram Voice's work to highlight and end the problem of youth homelessness.
  - Support in the development of publications, resources and toolkits, and in providing specialist advice to colleagues.
  - Undertake activities that help to promote good practice in the delivery of advocacy and other services to young people with experiencing, or at risk, of homelessness.
  
4. Other responsibilities:
  - Undertake advocacy and other related children's rights casework, including helpline advocacy, as required.
  - Undertake tasks related to the development of the advocacy service and consistent with the role of a Coram Voice advocate.
  - To recognise and challenge all forms of discrimination and prejudice in the workplace.
  - To treat everyone with respect, dignity and fairness and to acknowledge and celebrate diversity.
  - To maintain an awareness of your own and others' health and safety and comply with Coram Group Health and Safety policy and procedures.
  - To maintain confidentiality of information; it will be necessary to comply with all requirements related to the Data Protection Act/ General Data Protection Regulations (GDPR)

The responsibilities contained within this job description are subject to annual review and may need be adjusted in line with service developments.

June 2024