

## Job Description

<b>Job Title:</b>	Advocate
<b>Service:</b>	Coram Voice Manchester
<b>Reporting to:</b>	Children's Rights Manager
<b>Salary:</b>	£13,104 - £13,380.60 per annum (£21,840 - £22,301 FTE)
<b>Location:</b>	Home based with travel across Manchester
<b>Hours:</b>	21 hours per week
<b>Contract Type</b>	Part Time – permanent

Our advocates will have relevant experience with children and young people, and may hold a suitable Advocacy Qualification. For the right candidate, we may also be able to offer this post as a Trainee position, and offer support to gain qualifications. The salary offered will reflect the candidate's experience and skills

## Purpose of the role:

To provide independent and confidential advocacy to children and young people.

To work with the Managers to ensure services meet required specifications of contract.

## Main duties & Responsibilities

- Undertake advocacy work, in line with Coram Voice practice guidelines and policies, relevant legislation and contract specification. Ensure a high standard of direct service delivery.
- Work with children and young people requiring advocacy support either face to face or virtually in the community and in a range of residential, health or education settings.
- Ensure that children and young people working with Coram Voice are informed of their rights, understand and empowered to access these rights.
- Work to agreed outcomes, as appropriate with the child or young person presenting information about their options, taking their instructions and working to an agreed action plan.
- Produce written or verbal representation with the purpose of enabling the views of the child or young person to be heard, and their view being given due consideration in decision making about their lives.
- Take responsibility for maintaining sound records in line with Coram Voice's recording guidelines.
- Engage with a network of professionals and agencies working with the relevant child and young person in order to facilitate the resolution of issues and raise awareness of advocacy.

- Contribute to the development and delivery of training, seminars, workshop and other learning opportunities relating to Advocacy.
- To assist with the data collection and reporting by agreement with your manager.
- To contribute to your personal supervision with your manager and take shared responsibility for your continuing professional development.
- Promote and model good practice in upholding the rights of children and young people.
- To support Coram Voice's wider storytelling, fundraising and policy work, take responsibility for sharing key case stories, practice examples and advocacy outcomes.
- 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)
- Undertake any other reasonable tasks requested by the Children's Rights Service Manager or other nominated supervisor.

**This job description is designed to outline a range of main duties; it is not an exhaustive list. These responsibilities are subject to review and may need to be adjusted in line with service developments.**