

Job Description

Job Title:	Senior Advocate
Service:	London & SE Children's Rights service
Reporting to:	Children's Rights Coordinator
Salary Range:	£29,000 per annum (including London Weighting)
Work Pattern:	35 hours per week
Location:	Hybrid
Contract Type	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.
2. Provide supervision and support to staff Advocates and provide casework reviews to the Associate Advocates who provide Children's Rights Services in London and South East.
3. Support with developing the quality of services and projects delivered by Coram Voice to children and young people, ensuring a child-centred approach.
4. Support in the monitoring, reporting and evaluation of our projects.
5. Support in the promotion of good practice across both Coram Voice and external organisations, building equitable and inclusive practice across the sector for children and young people.

Main duties & Responsibilities

1. Provide direct advocacy support to children and young people, holding a caseload:
 - Undertake advocacy and other related children's rights casework with young people. This might include issues-based support; support in the Child Protection process; Return Home Conversations, and other one-off interventions as required.
 - Provide advocacy support as required by the needs of the service. This might include statutory advocacy, visiting advocacy, outreach advocacy or Helpline support.
 - 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. Provide supervision and support to staff Advocates and provide casework reviews to the Associate Advocates who provide Children's Rights Services in London and South East.
 - Act as the line of support for Advocates (both staff and Associate), providing line management, supervision and casework support.

- Undertake casework audits and other quality assurance processes.
 - Triage and allocate cases incoming to the service in collaboration with Coram Voice's Helpline team and other colleagues. Maintain oversight of advocates capacity and caseload. Ensure that cases are opened and closed appropriately.
 - Be involved in the recruitment, induction and training of Advocates.
 - Authorise and monitor expenses and financial claims made by Advocates relating to the service.
3. Support with developing the quality of services and projects delivered by Coram Voice to children and young people, ensuring a child-centred approach.
- Listen to the views and needs of young people, professionals and advocates to inform the development of our services.
 - Support the development of resources and materials that promote the rights of children and young people in the care system.
 - Contribute to the policy and co-production work of Coram Voice in relation to children and young people.
 - Liaise with Local Authority representatives and other statutory and voluntary organisations to establish good working relationships, receiving referrals and promoting the Advocacy service.
4. Support in the monitoring, reporting and evaluation of our projects.
- Contribute to the production of written and verbal reports as required by the service.
 - Utilise data and children and young people's feedback to recognise trends in children's and young people's experiences of the advocacy service and their time in care.
 - Present reports on service delivery and children and young people's feedback to Local Authority stakeholders and staff.
6. Support in the promotion of good practice across both Coram Voice and external organisations, building equitable and inclusive practice across the sector for children and young people.
- Undertake tasks related to the development of the advocacy service and consistent with the role of a Coram Voice advocate.
 - Recognise and challenge all forms of discrimination and prejudice in the workplace.
 - Treat everyone with respect, dignity and fairness and to acknowledge and celebrate diversity.
 - Maintain an awareness of your own and others' health and safety and comply with Coram Group Health and Safety policy and procedures.

- 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.

July 2026