



Job Title: Young Persons Advocate  
Service/Division: VAWG  
Reporting to: Service Manager  
Direct reports: None  
Location: Brent and Hammersmith

*This post is open to **female applicants only** as this is deemed a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.*

*Advance is committed to equality and diversity and strongly encourages applications from women with diverse backgrounds, including those with disabilities, BAME and LBT communities.*

### **Job Summary**

Advance delivers nationally accredited, quality marked services in Hammersmith & Fulham, Westminster and Kensington & Chelsea. We work within a coordinated partnership response to violence against women and girls in these three boroughs as part of the Angelou Partnership, within the partnership Advance provides independent domestic violence advocacy and support for women, children and young people who have experienced domestic abuse.

The Young Person's Advocate will work within a dynamic crisis intervention, advocacy and support service to ensure the voice of survivors informs every stage of the process, specialising in working with young women aged 13-24, whilst also working with key agencies, youth services and communities to improve their awareness of domestic abuse, intimate relationship and familial abuse as it impacts on young people. Part of the role will be to establish positive, proactive and innovative working relationships with services providing support to young people and partner agencies within the Angelou Partnership. This may include delivering training sessions and briefings to external agencies. The post holder will hold a caseload of survivors within the three boroughs and will be required to work as part of Advance's Duty Team on a rota basis which will involve completing intake assessments and providing crisis intervention support.

The post holder will have proven experience of working with children and young people and may have a background in youth work. They will have an excellent understanding of violence against women and girls, risk management and of best practice within the young people's sector. As an experienced youth worker who has worked with young women and girls with complex and multiple needs, the post holder will be skilled in risk management and safety and support planning, remaining calm in a crisis and in handling sensitive information on a daily basis. Experience of direct work with young women and girls who have experienced abuse, and of working within safeguarding procedures is essential for this post, as is the need to adopt and promote a strong partnership approach to service provision.

## Key Responsibilities and Duties

Ensure increased access to the service for young women and girls aged 13-24 at risk of or experiencing domestic violence, (including intimate or familial relationship violence) across the Angelou Partnership Services, encouraging their engagement with the service through multi agency working and service flexibility.

Provide guidance and training where necessary, for agencies and professionals that work with young people to enable them to identify and support young people affected by domestic violence and ensure responses and interventions are safety focused.

Assist with establishing links with young people's services across the three boroughs, supporting the Manager to develop referral pathways with these services.

Identify, adapt and produce appropriate resources for incorporation into support plans for use with children and young people supported by the Angelou Manager.

Hold a caseload of young women and girls (aged 13-24) and work alongside the team to conduct comprehensive assessments of needs and risk, including use of the Barnardos Risk Identification Matrix, for young women and girls experiencing domestic violence referred to the service. Carry out short and longer term risk management, safety planning and support; and identify and refer to services appropriate to their needs, including attendance at specialist/dedicated courts and MARAC as required.

Develop and deliver holistic support plans that include delivery of high-quality crisis intervention, information, advocacy and support in respect to criminal and civil remedies, housing, health, welfare rights, children's legislation and other appropriate interventions tailored to each age group, making referrals and coordinating the provision of multi-agency support where necessary and proactively advocating to ensure barriers to accessing support and protection are minimised.

Deliver high quality, holistic support (using methods that encourage engagement of young people, including face to face, instant messaging and online work) that promotes lasting change for children and young people, including around education and training, relationships, self esteem, confidence, wellbeing, sex, boundaries and self care.

Proactively assess the needs and safety of any children that young women using the service may have, ensuring that any risks/needs identified are addressed directly with the young person, and taking appropriate action to safeguard them.

Proactively assess the needs and safety of young women at risk, giving due regard to Adult at Risk and Child Safeguarding policies and procedures.

Participate in multi-agency conferences in respect of children and adults at risk as required, providing reports and undertaking actions as necessary.

If a client is involved in the criminal justice system as a witness, provide them with information, advocacy and support as cases progress through the criminal justice system, supporting them to apply for special measures and to give impact statements, to maximise their safety to help them give best evidence and accompanying young women to court where necessary.



Work with the Senior Services Manager, Manager and Data Insights Analyst to ensure all monitoring and evaluation for the project is accurate and fully maintained, keeping managers informed of any issues and successes.

Ensure that agreed case recording and monitoring systems are kept up to date and secure, and write internal and external reports where required, including for safeguarding conferences, team meetings, managers and others as required.

Participate in multi-agency working and focus groups when requested to do so, and follow through on agreed appropriate actions that arise from these.

Work effectively as a member of the Advance Domestic Abuse Team and in close collaboration with Angelou Partner services, Minerva keyworkers and external agencies.

Use appropriate institutional advocacy to maximise positive outcomes and use the appropriate reporting mechanisms to highlight persistent or recurring issues that arise.

### **General duties:**

At all times protect the safety and security of Advance service users, staff, volunteers and buildings, and the confidentiality of records and other information in line with data protection requirements.

Be responsible for personal learning and development, keeping up to date on research, relevant legislation, policy and practice, and other literature relevant to the project.

Participate in supervision, training and meetings as required and work as a member of the team to ensure effective delivery of service and individual work plans.

Ensure the effective implementation of Advance's Safeguarding policy, Health & Safety policy, Equality & Diversity policy and other policies and procedures, and uphold the core values of Advance.

Uphold the rights of women, children and young people, advocating vigorously for them whilst offering protective strategies, and appropriate safe services.

Work across teams and undertake such other duties, appropriate to the grade and character of the work, as may reasonably be expected.

### **General Information**

**Performance and Quality:** Ensure all work undertaken is aligned to the service/division's annual plan and that all policies, processes and guidance notes are up to date and in line with best practice/current legislation.

**Policies and procedure:** Ensure the effective implementation of Advance's Safeguarding, Health & Safety, Equality and Diversity and other policies and procedures and uphold the core values of Advance.

**Equality and diversity:** Advance aims to create and sustain an inclusive work environment which provides equality of opportunity for everyone and reflects the diversity of the communities we serve. The postholder is

required to uphold the Equality and Diversity policy and comply with the code of conduct which sets out our standards of behaviour towards those who use our services or work within them.

**Confidentiality:** The post holder must ensure that any information relating to employees, service users, and volunteers (future, current and past) is treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of the team or manager.

*This job description sets out the duties of the post at the time when it was drawn up and will be reviewed from time to time. Duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post*

**PERSON SPECIFICATION:**

**E= Essential and D = Desirable**

<b>KNOWLEDGE AND QUALIFICATIONS</b>	
A relevant qualification or training, for example in domestic violence, criminal justice, law, social work, youth work or other related area.	<b>D</b>
A thorough understanding of violence against women and girls with a particular focus on the dynamics of domestic violence (physical, emotional and sexual violence, so-called 'honour-based violence', forced marriage, stalking and harassment) and its impact on women, children, families and communities.	<b>E</b>
An excellent understanding of the criminal justice system and relevant legislation with particular regard to legal and civil options, housing, benefits, matrimonial and children.	<b>D</b>
Thorough knowledge of safeguarding practice, procedures and legislation.	<b>E</b>
Knowledge and understanding of the needs of young women and girls who are or have experienced domestic abuse, and of the practical and emotional support needs specific to this group including, education, confidence and relationship building.	<b>E</b>
<b>EXPERIENCE</b>	
Experience of supporting women who have experienced domestic violence, forced marriage or so-called 'honour'-based violence.	<b>E</b>
Experience of risk and needs assessment and safety and support planning, particularly with clients with complex/multiple needs.	<b>D</b>
Experience of partnership working and of maintaining excellent working relationships with a range of stakeholders.	<b>D</b>

Experience of working with youth support agencies or in a youth support setting.	E
<b>TECHNICAL/WORK BASED SKILLS</b>	
Excellent listening skills and the ability to communicate well with a wide range of people of all ages and backgrounds.	E
Excellent risk assessment, support and advocacy skills and the ability to advocate successfully using evidence and professional experience.	E
Ability to network, influence, problem-solve and apply solution-focused approaches to increase access and safety, facilitating positive outcomes for women and children.	E
Ability to work well within a team and on your own initiative, and experience of maintaining professional boundaries with clients and partner agencies.	E
Flexible, proactive approach and a good ability to prioritise work.	E
Good crisis management skills and the ability to work effectively under pressure and to deadlines.	E
Good data collection, monitoring and IT skills, including word processing and experience of using databases and spreadsheets.	D
Good report writing skills, including preparing reports for courts, case conferences and information for Multi Agency Risk Assessment Conferences (MARACS).	E
<b>GENERAL SKILLS AND ATTRIBUTES</b>	
Demonstrable multicultural skills and variable approaches to equity, diversity and inclusion	E
Ability to work co-operatively with colleagues, in statutory and non-statutory agencies.	E
Clear boundaries and a willingness to accept line management and make effective use of supervision.	E
A good understanding of the importance of confidentiality and anti-discriminatory practice, safe practice, and health and safety procedures.	E
A good understanding of cultural issues and equal opportunities.	E
A firm commitment to women, children's and young people's rights and to working within Advance's framework and its core values.	E
Willingness to carry out the policies and procedures of Advance and to work to agreed guidelines and codes of conduct.	E

Advance is committed to safeguarding and creating a culture of zero-tolerance of harm and expects all staff, including volunteers to share this commitment. We believe all individuals have the right to live their life free



from violence and abuse and the right to feel and be safe. We have a suite of safeguarding policies, procedures and practice guidance, accessible to all staff, which promotes safeguarding and safer working practices across all our services and activities. When we recruit staff, we follow rigorous safer recruitment practices, this involves carrying out pre-employment checks including references, Disclosure and Barring Service (DBS) checks, and identity checks. We ensure all staff undertake mandatory safeguarding training relevant to their role and responsibilities, to empower them to be competent and feel confident in recognising and responding appropriately to safeguarding issues and promote wellbeing.