

## Job Description and Person Specification

<b>Post Title:</b>	<b>Senior Advocacy and Participation worker</b>
<b>Salary range</b>	£48,750 pro rata
<b>Hours of work</b>	30 hours per week
<b>Type of contract</b>	Permanent, initial funding until December 2022
<b>Responsible to</b>	CEO
<b>Last Update</b>	October 2019

### Introduction

Jersey Cares exists to enable people with experience of care in Jersey to consistently know love, belonging and opportunity. Jersey Cares will facilitate this by listening to, understanding and addressing the needs of people with experience of being in care, then respond by taking action through advocacy, collaboration and campaigning.

Our key activities over the first 18 months will be to:

- Provide 1-1 relational advocacy for children and young people in care. This will enable the government, as their legal guardian, to know and act on their wishes. Jersey Cares, working with other partners, will hold them to account for doing so. The provision of advocacy will further enable young people to become aware of their rights; the opportunities they can access; and to be connected to people and organisations who can help them to realise these rights and opportunities
- Enable children and young people in care to affect changes in public awareness, service delivery and policy, through engaging in ongoing dialogue with change-makers and participating in programmes of change as 'experts by experience'
- Enable the wider community to show expressions of love and care towards those in care or with experience of care. The data gathered with, and about, people with experience of care, will inform what this looks like. For example, if young parents tell us they have no extended family to support them, Jersey Cares could facilitate collaboration between a delivery organisation, a philanthropist and other community actors to offer an 'adopt a granny' scheme
- Work to remove the stigma and injustice arising because of care-experience through educational programmes, campaigns and awareness raising. This will include delivering training to 'the community' in the broadest sense: from the Council of Ministers, to the corporate sector to schools

Work with a wide-range of local partners to:





1. Secure deep and wide community commitment for the message of 'love, belonging and opportunity' for people with experience of care
2. Share the Jersey Cares model of collaboration
3. Work with others to identify and address the structural/societal barriers that prevent people in the community knowing love, belonging and opportunity.

## **Purpose of the post**

The purpose of the post is to provide leadership and direct management of Jersey Cares Advocacy and Participation Workers (APW). The post holder will develop and lead on all advocacy and participation and will contribute to the achievement of Jersey Cares' strategic and operational plans.

The post holder will be an innovative thinker who thrives within a supportive team, working to a vision. They will work with a great deal of autonomy and responsibility. They will have experience of leading work with children, or be able to demonstrate the values, skills, knowledge-base to do so. The post holder will inspire and build the skills and confidence of a staff team delivering independent advocacy and participation opportunities for care experienced children, young people and adults.

## **Main Duties and Responsibilities**

- To manage the advocacy and participation offer
- To enable the participation and influence of people with experience of care using various creative means
- To provide leadership and support to identified staff within Jersey Cares ensuring clear direction and purpose in line with the overall strategic direction of the organisation
- To promote and maintain a culture of kindness, high standards and working to a vision
- To promote an approach which puts people with experience of care, and the vision of the organisation, at the heart of all our work
- To liaise with peers in the UK and beyond to develop relationships, aspirations and practice among the team and the Jersey Cares 'membership' of people with lived experience of care
- To be responsible and accountable for the management of financial budgets in line with Jersey Cares' financial and administration procedures
- To influence and develop the strategic direction of Jersey Cares
- To report on outcomes and progress towards strategic objectives, and to complete reporting for funders using qualitative and quantitative measures, to include reporting of unmet need
- To be responsible for the compliance of local contracts
- To establish and maintain strategic relationships with key partner organisations within the sector to maximise the impact of our influencing work and to be most effective in supporting people with care-experience in a multi-agency, collaborative manner.
- To represent the organisation locally and internationally as delegated by the CEO
- Contribute to development of the organisations policies and procedures in line with local and international strategic and legislative change
- To use the findings of our work to influence policy and practice within the sector
- To ensure that appropriate detailed records of work undertaken are maintained in line with organisational policy and undertake monitoring and reporting of statistics



- Liaise with other organisations and individuals who wish to work with Jersey Cares on participation projects, while ensuring that we work independently and exclusively for children and young people
- As the Designated Safeguarding Lead, to implement both the organisational and local child and adult safeguarding procedures in respect of issues raised by Children and Young People and ensure appropriate action is taken.
- Attend supervision, training and development opportunities to develop skills and knowledge and keep up to date with developments relevant to the role.
- Carry out any other duties commensurate with the post as agreed by your line manager.

## **Communication**

The post holder will have key contacts with:

- Children, young people and young adults in your area of responsibility
- Identified liaison contacts
- Advocacy and Participation Workers
- Jersey Cares CEO
- Children's Services
- Other voluntary and statutory organisations

## **Working environment**

The postholder will be based at the Jersey Cares offices at Salvation Army, Minden St, St Helier.

The post will require flexibility given the remit of the role. Some evening and weekend work will be necessary, as will off-island work to provide advocacy and, on occasion, for training. A full driving licence and access to transport is essential.

## **Attitudes and values**

Commitment to:

- People with experience of care and creating enabling environments for them to express themselves, be heard, develop and influence positive change
- Self-reflection and development
- Leadership
- Children's rights
- Working inclusively with an understanding of equal opportunities practices
- Confidentiality
- Belief that people can make transformative change happen in their lives if given the conditions and opportunity
- Working in partnership with people with experience of care
- Developing best practice through regular supervision and training opportunities
- Inter-agency, inter-disciplinary working to improve the lives of people with experience of care.



## **Essential knowledge, skills and experience**

### **Qualifications:**

- A relevant degree level qualification or higher. Relevant qualifications include, but are not limited to, Community Development, Counselling and Social Work
- A current driving licence

### **Knowledge:**

Demonstrable knowledge of:

- The issues affecting people with experience of care. This may include through your own lived experience of being looked after by the State
- The care system in Jersey
- The 'movement' of care-experienced people
- Safeguarding process and policy
- Advocacy and its principles
- Participation and its principles
- Current policy and practice in relation to children and young people in Jersey

### **Skills and Competencies:**

- Ability to form positive, respectful relationships with children, young people and young adults
- Ability to manage your time, workload and staff team to effectively meet deadlines
- Ability to effectively evidence and plan work
- Excellent communication and interpersonal skills, both oral and written to a range of audiences
- Ability to respond to challenge and conflict in a positive way
- Ability to work collaboratively as part of a team and on own initiative
- Ability to work some evenings and weekends, and off-island
- Comprehensive knowledge of the Microsoft office suite
- The ability to use data as a means of monitoring trends and patterns in achieving outcomes, the activity of the team and informing ongoing service improvement
- Able to handle confidential and sensitive information appropriately and work with data protection and child protection requirements.

### **Experience of:**

- Working directly with children and young people, both individually and in groups
- Advocacy
- Participation
- Supervision and support of staff and volunteers
- Motivating and leading a staff team
- Managing budgets and performance targets as well as reporting as necessary to funding bodies.
- Working in an inter-agency, inter disciplinary way within voluntary or statutory sector
- Report writing and evidencing practice
- Using a case management system to record individual information and to understand data trends
- Delivering training to a range of audiences.