



Getting Heard, Getting Involved

13 February 2020

Dear Applicant

CURRENT VACANCY: Senior Advocacy & Participation Worker

Thank you for requesting details of the above post. Enclosed you will find: -

- Job Description
- Person Specification
- Summary of Main Conditions of Service
- Policy on the employment of ex-offenders
- Guidance Note for completing your application form
- Application Form and Equal Opportunities Monitoring

The job description is designed to give you a picture of the main areas of responsibility associated with the post and to identify the main demands that will be made upon you. The person specification outlines the personal qualities that we will be looking for in the post holder and the skills and values we feel are needed for the post. For further information about SEA and the work we do, please visit our website <http://seaparticipation.org.uk>

After looking through the information about the post, I hope that you decide to proceed with your application. Applications will be assessed against how well they meet the person specification we have set out for the post. It is vital that you tell us how you believe you meet the criteria. Shortlisted candidates will be given the opportunity to demonstrate how they meet the criteria at the interview stage. Please be sure to read the Guidance Note before you fill in the application form. If you would like any further information about the role, please contact me on 0115 8456493.

We would prefer all applications to be returned via email serena@seaparticipation.org.uk If you are returning the form by post, please send to: Serena Bostock, SEA Recruitment, Foxhall Lodge, Foxhall Road, Nottingham, NG7 6LH.

SEA is striving to be an Equal Opportunities employer and your application will be judged solely on the merits of your application form. We hope that the information provided is of interest and assistance to you and that you decide to apply for the post. The closing date for receipt of completed application forms is 9.00am Wednesday 4th March 2020. Please note that application forms received after this deadline will not be considered. Interviews will be held on Thursday 12th March 2020.

If you do not hear within 21 days of the closing date, you may assume that you have been unsuccessful.

Yours sincerely

James Boulter
Service Manager - Operations



Getting Heard, Getting Involved

JOB DESCRIPTION

Senior Advocacy and Participation Worker

SEA is a social enterprise that provides advocacy and involvement for people who use housing and support services.

SEA is committed to the Advocacy Charter 2002 and the concept of dialogue not confrontation:

“Advocacy in all its forms seeks to ensure that people are able to speak out, express their views and defend their rights.”

SEA is also committed to the Consultation Charter:

“Consultation is the dynamic process of dialogue between individuals or groups, based upon a genuine exchange of views, with the objective of influencing decisions, policies or programmes of action”

SEA provides an impartial advocacy support service to organisations working with people who use homelessness, housing services. Organisations contract with SEA to provide this service. The focus of the advocacy service is as follows:

- Support clients of the services to be heard and to raise issues
- Wherever possible resolve miscommunications and misunderstandings between service provider and client
- Advocate in disputes and disagreements
- Attending client meetings
- Ensure that professional boundaries between worker and clients are upheld at all times
- Encourage positive feedback and suggestions to services

In addition to advocacy services SEA also supports service providers in developing strategies regarding client participation. SEA develops training and also supports individual clients to participate in wider organisational strategy.

Post:	Senior Advocacy and Participation Worker
Purpose of Job:	To provide an independent advocacy and involvement service for people using housing and support services in Nottingham, Nottinghamshire, Lincolnshire and Derbyshire.
Hours:	Total of 30 hours per week. SEA standard working hours are spread between Monday to Thursday 9am to 5pm and Friday 9am to 4.30pm. There may be occasional work outside of those hours by negotiation & agreement with the Service Manager – Operations.
Pay:	£ 24396 per annum pro rata.
Location:	SEA has a virtual working environment which will require the post holder to work from home in addition to travel as and when requested across the city and county of Nottinghamshire, Lincolnshire and Derbyshire. Equipment will be provided.



Getting Heard, Getting Involved

Main Duties and Responsibilities

1. Provide an advocacy support service

- Receive initial requests for advocacy information, assess advocacy partner's needs and ensure appropriate responses,
- Carry out risk assessments,
- Wherever possible resolve miscommunications and misunderstandings between service provider and advocacy partner,
- Support individuals in getting heard and being responded to,
- Promote, attend and facilitate a variety of forums and meetings,
- Ensure that professional boundaries between worker and clients are upheld at all times
- Help advocacy partners access relevant policies and procedures,
- Promote self-advocacy.

2. Provide participation opportunities

- Organise, develop and deliver training sessions to a variety of audiences,
- Support people who access/have accessed services to undertake a range of peer evaluation,
- Support people who access/have accessed services to be involved within a variety of recruitment processes,
- Support people to have a strategic voice within services and systems,

3. Take a lead in one area of SEA's work (Advocacy, Participation or Training)

- Be responsible for keeping up to date with local and national developments in the allocated lead area,
- Promote SEA's activities in lead area to external organisations and identify opportunities for additional work or new developments,
- Attend external meetings relevant to the lead area on behalf of SEA,
- Develop relevant training materials and deliver internal and external training in the lead area,
- Be responsible for the recruitment, induction, training and supervision of volunteers for the lead area,
- Supervise trainee members of staff and students working in the lead area,
- Involve volunteers, trainees and students in SEA's developments in lead area,
- Prepare and deliver reports of activities and outcomes in the lead area, as required,
- Participate in the development and delivery of SEA's Leaders with Lived Experience programme by supporting participants and volunteers to be involved in all aspects of the governance of SEA and in moving towards employment in SEA or other organisations.

4. Liaison and promotion of the work of SEA

- Assist the Service Manager in promotion of all of SEA's services to all stakeholders,
- Develop excellent working relationships with other professionals,
- Attend external meetings as agreed with the Service Manager-Operations.



Getting Heard, Getting Involved

5. Administration

- Ensure that all meetings and appointments are logged appropriately,
- Make sure advocacy partner and participant files are maintained, and contain relevant information/documentation,
- Promote teamwork and support. Attend program staff meetings and initiate ideas, support and conflict resolution,
- Be responsible for time management, ensuring that adequate time is allotted to complete designated tasks,
- Attend regular supervision meetings with the Service Manager-Operations,
- Regularly attend staff meetings in Nottingham and effectively liaise with colleagues working in other geographical areas,
- Contribute towards the development and implementation of the SEA Business Plan and Action Plans.

6. Equality and Diversity

Promote and work in accordance with SEA's Equality and Diversity Policy.

7. Health and Safety

Ensure that all health and safety procedures are adhered to at all times.

8. Training and development

Undertake training and development activities as agreed with the Service Manager-Operations.

9. Other responsibilities

- Work in accordance with SEA policies and procedures and remain familiar with operational procedures and any amendments to the procedure manual
- To ensure that the views of all Stakeholders are communicated to the Service Manager to help with the development of the service
- Any other duties as required by the Service Manager-Operations. (NB: Should any other duties become a regular requirement of the post, the Job Description will be reviewed)



Getting Heard, Getting Involved

Person Specification: Senior Advocacy and Participation Worker

Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • City and Guilds certificate (level 2 or above) Independent Advocacy and/or at least two year’s experience of offering advocacy services for vulnerable people • Experience working with homeless and / or vulnerable people with challenging behaviour. <p>Knowledge</p> <ul style="list-style-type: none"> • Understanding of and commitment to Advocacy & User Involvement • Understanding of the importance of seeking resolution through ‘dialogue not confrontation’. • Understanding of issues relating to personal safety and lone working. • Understanding of client/worker professional boundaries. <p>Aptitude and skills</p> <ul style="list-style-type: none"> • Ability to deal with advocacy partners, participants, volunteers and staff in a professional and respectful manner. • Ability to offer supervision and support to staff, volunteers and trainees to ensure that they are able to fulfil their roles and progress within SEA. • Ability to manage own workload and be responsible for good time management. • Ability to work unsupervised. • Ability to work as part of a team. • Ability to take charge of potential problematic situations. • High level of literacy. 	<ul style="list-style-type: none"> • Experience of using social media platforms. • Experience of remote working. • Driving licence holder and access to a vehicle

sea

Getting Heard, Getting Involved

Essential	Desirable
<ul style="list-style-type: none">• Good level of computer literacy e.g. Microsoft office, sending and receiving emails and using the Internet. <p>Qualities and Values</p> <ul style="list-style-type: none">• Enthusiastic.• Self-motivated.• A commitment to equality and diversity.• A commitment to ensuring individual rights are respected and promoted.	



Getting Heard, Getting Involved

Senior Advocacy & Participation Worker

Summary of Main Conditions of Service

Title of Post:	Senior Advocacy & Participation Worker
Starting Date:	To be agreed
Place of work:	SEA has a virtual working environment which will require the post holder to work from home in addition to travel as and when requested across the city of Nottingham and counties of Nottinghamshire, Lincolnshire and Derbyshire. There is a small office in Nottingham City Centre which is used for meetings. Equipment needed for home working will be provided.
Salary:	£24396 per annum pro rata Payable monthly by bank credit
Holiday Entitlement:	25 working days plus 8 Statutory Bank Holidays (pro rata)
Hours of work:	30 hours per week
Pension:	SEA operates a Defined Contribution Pension scheme with the People's Pension and SEA and the employee both contribute. You will automatically be enrolled into the pension scheme at the start of your employment and you will have the right to opt out of the scheme within one month of joining.
Notice Required:	One month either way
Health and Safety:	Under the Health and Safety at Work Act all employees are required both to take care of their own health and safety and that of other employees and to co-operate with their employers in complying with their statutory duties.
Duration:	Permanent subject to continued funding
Responsible to:	Service Manager - Operations
Equal Opportunities:	SEA is working towards the full application of an equal opportunities policy in its capacity as an employer and in the provision of its services to the community as a whole. It is the individual responsibility of every member of staff to seek to ensure the practical application of this policy.



Getting Heard, Getting Involved

SEA policy on the employment of ex-offenders

Information for Applicants

As part of our Equal Opportunities policy, we welcome applications from ex-offenders for jobs or volunteering opportunities within SEA. We will only take someone's criminal records into account when the conviction is relevant to the work being done.

As most of the posts at SEA involve working with vulnerable people, we do have a responsibility to check if people who apply to work here have criminal convictions which mean that they pose a risk to the people we support. We are now able to request information about applicants' criminal records from the Disclosure Barring Service. This information is called a Disclosure.

The decision about whether to employ someone with a criminal conviction will depend on the nature of the work and the circumstances and background to the offences(s).

We will ask everyone who is shortlisted for a post to complete a form which will tell us if they have a criminal record. For some posts working with vulnerable people, this will include convictions that are 'spent' under the Rehabilitation of Offenders Act 1974 and will also include warnings, cautions and pending prosecutions. This form will only be seen by the chair of the interview panel who may occasionally need to discuss it with the Chair of the Board of Directors.

People who have committed very serious sexual and/or violent offences against children and other vulnerable people will not be considered for posts within SEA and will not be interviewed. All other applicants and their criminal records will be considered on an individual basis.

Please note that it is illegal for people who have some serious convictions including murder, manslaughter, rape, and other sexual and violent offences to work with young people under 18 (Schedule 4 Criminal and Court Services Act 2000). If you think this might apply to you, you should seek advice from a probation officer or solicitor before you apply for a post working with young people.

The interview panel will select the person they think is most suitable for the post – the preferred candidate. The chair of the panel will then look at the form the preferred candidate submitted at their interview. If the preferred candidate has disclosed information about convictions that may affect their work at SEA, the chair of the panel will invite them to a meeting to discuss this. The chair of the panel may need to share this information with the chair of SEA.

The preferred candidate will be asked to agree to a Disclosure being requested from the Disclosure Barring Service. This is so we can check that the person has given us the correct information about their criminal convictions. If the Disclosure information does not match the information that the applicant has given us, we will ask them to come to see us and discuss the reasons for this before we decide whether to make them an offer of employment.

Please do not let this procedure put you off. Similar procedures are now being followed by the majority of organisations providing services for children and vulnerable people. We know that many people have criminal records and we would not wish to exclude anyone from applying to work or volunteer at SEA if their offences are not relevant to the work they would do here.



Getting Heard, Getting Involved

Guidance Note - Filling in the Application Form

Before you fill in the application form, you should look through the job description and person specification.

The job description tells you what duties and responsibilities are involved in the job. The person specification tells you what we think would be the knowledge, skills and abilities and values of someone who would be most suitable for the job. The recruitment panel will assess each application against the person specification.

The person specification identifies which criteria we will use to decide if someone will be selected for the post. It also identifies what we think someone will need to show us to demonstrate that they meet these criteria and how we will be testing this.

We have identified certain criteria which will decide if you will be shortlisted for interview. These are shown on the person specification. **The recruitment panel will not be able to make assumptions about what you have to offer – you have to tell them.**

Please use the section titles 'Relevant experience and other supporting information' to tell us how you meet this criteria. This might include:

- Things you do or have done in paid or unpaid work or in other activities
- Information which illustrates your knowledge or understanding of an issue
- Situations you have been in and what you have learned from them
- Pieces of work you have been involved in
- Feedback you have received

The panel will not judge your application on the volume of information you provide, so one good example of how you meet each criteria will be better than several which are less relevant. **This section of the application form must be typed.**