# 

# JOB PACK

# WELCOME

# Thank you for your interest in this exciting and rewarding opportunity.

Dear Applicant,

**Re: Advocate - Maternity Cover Position (Full Time – will also consider part time job share) –** Advocating for adults and parents with learning disabilities and or learning difficulties.

Thank you for your enquiry in response to the above position. I have pleasure in enclosing the following:

1. Background information about the Elfrida Society
2. Job description and Person Specification
3. Terms & Conditions of Employment
4. Application form
5. Equal opportunities monitoring form

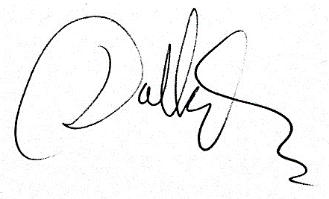
**We will be assessing applications and inviting potential candidates to interview for the position as we receive applications. So please do not miss this exciting opportunity and send us your application form right away!**

**Please including a personal statement describing strengths and talents that set you apart from other candidates, as well as your skills and experience that make you the right person for the job. Please use the Person Specification to guide you.**

Candidates shortlisted for an interview will be contacted by email and or telephone, so please include an email address and mobile telephone number or any other telephone number where you can be reached.

Thank you for your interest in this role.

Yours sincerely



Dolly Galvis

Chief Executive

# ABOUT THIS OPPORTUNITY

# Are you looking for an exciting and unique opportunity to advance your skills, knowledge and experiences supporting people with learning disabilities and/or learning difficulties?

* Are you passionate about upholding the rights of adults with learning disabilities and/or learning difficulties?
* Are you interested in learning how to support adults with learning disabilitiesand/or learning difficulties, who are also parents by supporting them to learn about their rights and the rights of their children?

# Apply today!

# You will be joining a highly committed and well-supported team who is working together to champion the rights of adults, parents, families and individuals.

**ABOUT US**

# The Elfrida Society started its work with people with learning disabilities 100 years ago. Initially known as Elfrida Rathbone Islington, we continue to build on our work with people with learning disabilities, in Islington and surrounding boroughs. Throughout our long history, The Elfrida Society has always been proud of its cherished community base. We have a strong record of campaigning for inclusivity and against injustice, ensuring people with learning disabilities have the same chances and opportunities to succeed in life and that their voice and rights are represented.

# We are particularly proud to be an accessible and accountable employer of people with learning disabilities. Currently our organisation is supported by a strong team of 24 staff, including 14 employees with learning disabilities and a dedicated team of volunteers.

# JOB DESCRIPTION

**JOB TITLE: Advocate –** Supporting adults and parents with learning disabilities and/or learning difficulties

**REPORTING TO: Operations Manager**

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**PURPOSE OF THE JOB**

We are seeking a highly motivated individual who is passionate about working with people with learning disabilities and/or learning difficulties to join our Advocacy Project. The project is divided into two: Adults Advocacy and Specialist Parents Advocacy. This role will sit across both these areas, splitting time between both aspects of the Advocacy Project..

**KEY RESPONSIBILITIES INCLUDE:**

**Adults Advocacy**

1. Advocate will be expected to support people with learning disabilities with community, health and Care Act advocacy. They will support people to have their voices heard and know their rights, gaining instruction from them and working in a person-centered way to support them to achieve their advocacy goals. Where instruction from the individual is not possible, the Advocate will be expected to use a number of person-centered techniques including The Watching Brief and Right Based Advocacy to ensure the individual and their wishes/ needs are as involved in the process as much as possible, and their rights upheld.
2. Provide advocacy for adults with learning disabilities experiencing difficulties on a range of issues including, housing, benefits, and other issues. This may be directed or non-directed advocacy. The advocate will focus on short term, issue-based interventions.
3. Where appropriate, the advocate will always seek instruction before involving a third party. The third party will vary according to each service users’ needs, communication methods and understanding, but may include the views of; the service user, family or other carers, service providers and other relevant professionals.
4. The support provided may link to one or all of the following pieces of legislation, Equality Act, Mental Capacity Act, Mental Health Act, Health and Social Care Act and the Care Act.
5. To act on behalf of clients, following their instructions where possible, acting as directed by the client and consistent with good practice and the law.
6. Alongside the individual, set a goal for the advocacy work, and work alongside the individual to support this to happen.
7. To work with each service user using their communication methods that meet their needs.
8. To work with each service user using their communication methods that meet their needs.

**Parents Advocacy**

1. To provide independent and direct advocacy support to parents with learning disabilities and/or learning difficulties on a range of issues including housing, benefits, health, education, care and safeguarding.
2. Working with Local Authorities, service providers and other professionals such as legal professionals and social workers to ensure clear communication between them and the parent with learning disabilities and/or learning difficulties.
3. As an advocate you will take action to support parents with learning disabilities and/or learning difficulties to have their say, and have their rights met, pursue their interests and help them to obtain the services they need.
4. To work in partnership with the people you support, promoting their social inclusion, equality and rights as parents.
5. To take instruction from the Parents Project Operations Manager to ensure that you stay within the remits of the service specification and to ensure that the service is provided to a high standard.
6. To help parents and families with learning disabilities and/or learning difficulties to understand the child protection process and to make reasonable adjustments including ensuring all information is easy to read and accessible.
7. To ensure that parents and families with learning disabilities and/or learning difficulties are supported to participate in meetings and care proceedings making sure that they understand their options and are supported to make informed decisions.
8. Supporting the parent with learning disabilities and/or learning difficulties to understand their rights and entitlements, empowering them to become more independent and better able to self-advocate in the future

**GENERAL RESPNSIBILITIES**

1. To ensure that adults, parents, families and individuals with learning disabilities and/or learning difficulties engaging with the specialist advocacy services have their voices heard and views respected.
2. To monitor and report on the impact and effectiveness of the advocacy provision and contribute to the preparation of reports and case studies to support service development.
3. Attend regular internal and external meetings as required by the Operations Manager and/or the Chief Executive Officer.
4. Support the development of links through positive liaison with voluntary and statutory services to ensure positive engagement with people with learning disabilities and/or learning difficulties and their families.

# INTERNAL /EXTERNAL LIASION

1. To build and maintain a positive and productive relationship with other projects within the Elfrida Society and external partner organisations.
2. Representing the service and the organisation at all relevant internal and external meetings.
3. Work in co-operation with Operations Managers and other staff to ensure the needs of parents with learning disabilities and/or learning difficulties are central to project delivery.
4. Initiating and participating in training and development practices.
5. Attending regular supervision sessions (every 6 weeks) and participating actively in annual appraisals.

**ADMINISTRATIVE WORK**

1. Ensuring that efficient record keeping and reporting and monitoring procedures always complied with the General Data Protection Regulation – GDPR.
2. Carry out necessary risk assessments, as and when necessary, in line with guidance from you line manager
3. Produce accessible information and assist in the development, design, and production of accessible resources where required.

**MONITORING AND EVALUATION**

1. Work in collaboration with the Operations Managers and project beneficiaries to ensure that we are quality checking and evaluating our projects.

**GENERAL**

1. To work within and fully comply with the policies and procedures of The Elfrida Society.
2. To keep up to date and attend necessary training to ensure understanding of relevant policies and procedures, legislation, standards, and requirements, including safeguarding, the Care Act, GDPR.
3. At all times to maintain the professional integrity and reputation of the Elfrida Society and represent their main interests in any dealings with other bodies, groups and individuals
4. To undertake any other duties, proportionate with the purpose and remit of the post and to participate in other events as requested by the line manager

All duties and responsibilities must be carried out in line with requirements of Data Protection Act, GDPR, Equalities and access to information Act 2010 and with due regard to health & safety policies and procedures.

This job description is intended as a summary of the main elements of the job described. They may be varied from time to time in consultation with the job holder without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

**EQUAL OPPORTUNITIES**

All the Elfrida Society employees are expected to implement the organisation's equal opportunities policy in their day-to-day work by developing a range of practical strategies for encouraging all users of our services to feel welcomed, and that cultural and ethnic differences are valued.

**PERSON SPECIFICATION**

**Job Title: Specialist Advocacy Worker**

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| --- | --- | --- |
| **Knowledge** | **Essential** | **Desirable** |
| 1. A good working knowledge of issues that affect adults with learning disabilities and or learning difficulties | **Essential** |  |
| 1. Understanding of the needs of adults and parents with learning disabilities and/or learning difficulties and the barriers they face | **Essential** |  |
| 1. Knowledge of The Advocacy Charter |  | **Desirable** |
| 1. Knowledge of both vulnerable adults and child protection procedures and an understanding of the need to maintain confidentiality (a safeguarding training history) | **Essential** |  |
| 1. An awareness of the legislative framework which affects the lives of people with learning disabilities, their families and children | **Essential** |  |
| 1. Completed National Advocacy Qualification |  | **Desirable** |
| 1. Knowledge of affiliated third sector organisations and processes |  | **Desirable** |
| **Experience** | **Essential** | **Desirable** |
| 1. Ability to establish professional relationships at all levels and work together with other professionals from both the voluntary and statutory services. | **Essential** |  |
| 1. High level of listening, written and verbal communication skills | **Essential** |  |
| 1. Have experience of a range of I.T. programmes including communication platform, databases, spreadsheets and PowerPoint | **Essential** |  |
| 1. Excellent written English, and the ability to articulate clearly and confidently communicate with people from all professional levels. | **Essential** |  |
| **Abilities** | **Essential** | **Desirable** |
| 1. Ability to listen and communicate in a clear, simple and constructive way with people with learning disabilities and/or learning difficulties one to one and as part of a group. | **Essential** |  |
| 1. Ability to practice confidentiality within the safeguarding guidelines, whilst fully recognising and adhering to the rights of people with learning disabilities and/or learning difficulties. | **Essential** |  |
| 1. Ability to translate the priorities and wishes of people with learning disabilities and/or learning difficulties into plans and actions | **Essential** |  |
| 1. Ability to work independently and manage own workload | **Essential** |  |
| 1. Ability to present complex information, in accessible ways to make it more understandable to people with learning disabilities and/or learning difficulties. | **Essential** |  |
| 1. Ability to bring together people with learning disabilities and/or learning difficulties, carers and professionals to share good/bad practice, develop and promote joint protocols and gain shared understanding. |  | **Desirable** |
| 1. Ability to prioritise, whilst respecting the LDD parents’ choice of parenting with learning disabilities and/or learning difficulties alongside the ability to be empathetic, nonjudgmental. To have a good level of emotional intelligence. | **Essential** |  |

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| --- | --- | --- |
| **Values** | **Essential** | **Desirable** |
| 1. To treat people with dignity and respect. 2. A clear understanding and commitment to equal opportunities and diversity policies and procedures.      1. To respect the views of people with learning disabilities and/or learning difficulties. | **Essential**  **Essential**  **Essential** |  |
| **Learning and Development**   1. Commitment to learning and development, aware of self and willingness to reflect on own practice and how this can be improved. 2. Be honest and transparent with the courage to speak up if something is wrong. 3. Be able to support and develop service users, colleagues and others, with a willingness to share knowledge and best practice as well as contribute to new ideas and suggestions for better outcomes. | **Essential**  **Essential**  **Essential** |  |

**TERMS & CONDITIONS OF EMPLOYMENT**

**Contract type: This is a full time 6-months maternity cover contract, with the potential of extension, if funding is secured. Part time job share will also be considered.**

**Salary:** £24,872.30 per annum

**Pension:** All eligible employees are automatically enrolled into our scheme. Contributions are in line with the governments’ minimum standard (currently 5% employees and 3% employers).

**Hours:** Normal working days are Monday to Friday – Normal office hours 9:30 - 17:30 with up to one-hour unpaid lunch break. The nature of the role is such that some flexibility is allowed. Additional hours may be required from time to time, including some evening or weekend work.

**Annual leave:** Your annual holiday entitlement is 30 days plus 8 public holidays.

**Based at:** The post holder will be primarily based at The Elfrida Society offices at 34 Islington Park Street, London, N1 1PX. The post holder will be required to travel and work at any other locations, such as clients’ or customers’ premises or at such other places as we shall direct.

We are currently operating a hybrid model of working, to respond to the COVID-19 pandemic, and we generally support homeworking in appropriate circumstances, either occasionally (to respond to specific circumstances or to complete particular tasks).

All other terms and conditions are as listed in the Contract of Employment and Staff Handbook.



**APPLICATION FORM**

**Thank you for your interest in joining the Elfrida Society**

Please ensure you complete the application form in full as we cannot accept CVs. This form will be kept in confidence.

Please note that no applicant will be unfairly discriminated against. This includes discrimination on account of age, cultural/religious/political belief, disability, ethnicity, gender, race, relationship status, sexual orientation, and/or Trade Union membership or stewardship.

**Please send your completed application form along with the Equality and Diversity Monitoring Form to** [**elfrida@elfrida.com**](mailto:elfrida@elfrida.com) **or post your application to the attention of Ali F. Jabeen at The Elfrida Society, 34 Islington Park Street, London N1 1PX.**

If you have any special requirements to support you to complete this form (e.g. the need for large print or additional time) please contact the Recruitment Manager Ali F. Jabeen on [Ali.F.Jabeen@elfrida.com](mailto:Ali.F.Jabeen@elfrida.com)

Applications will be considered on a rolling basis. Please submit your application form as soon as you are able.

**Disclosure and Barring Service -** This post will be subject to an Enhanced DBS check

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| --- | --- |
| **Position** | |
| Position applied for: |  |
| Preferred employment type (e.g. part time, full time): |  |
| **Personal Details** | |
| Surname: | First name(s): |
| Current Address: | Postcode: |
| Telephone number (home): | Telephone number (mobile): |
| Email address: | |
| Own Transport  **Yes/No** | How long has your licence been held? |
| Details: | |
| Are you a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) National (please circle)?  **YES / NO**  If no, please detail current immigration status and the relevant visa currently held (including Visa number): | National Insurance Number: |
| Are you are related to a member of staff or Service User at The Elfrida Society, please circle only:  **YES / NO** |
| **Equality Act 2010** | |
| Under the Equality Act 2010 the definition of disability is if you have a physical or mental impairment that has a 'substantial' and 'long-term' adverse effect on your ability to carry out normal day to day activities. Further information regarding the definition of disability can be found at: [www.gov.uk/definition-of-disability-under-equality-act-2010](http://www.gov.uk/definition-of-disability-under-equality-act-2010)  Reasonable adjustments will be made available should you be invited to interview. According to the definition of disability do you consider yourself to have a disability?  **YES / NO / Prefer not to say** | |

**Education**

|  |  |
| --- | --- |
| **School/College/University** | **Examinations Passed, Qualifications Gained and year obtained**  (All qualifications will be subject to a satisfactory check). |
|  |  |

**Training Courses Attended or Completing**

|  |  |  |
| --- | --- | --- |
| **Subject**  (evidence of attending courses is required) | **Location/Details** | **Date** |
|  |  |  |

**Employment History**

Please record below the details of your full employment history beginning with your current or most recent first. Use a separate attached sheet if required; please sign the sheet(s).

|  |  |
| --- | --- |
| **Name and address of your most recent/last employer:** |  |
| Start date and end date: |  |
| Nature of business: |  |
| Position held and reason for leaving: |  |
| Salary / Rate: |  |
|  |  |
| **Name and address of employer prior to the employer listed above:** |  |
| Start date and end date: |  |
| Nature of business: |  |
| Position held and reason for leaving: |  |
| Salary / Rate: |  |
|  |  |
| **Name and address of employer prior to the employer listed above:** |  |
| Start date and end date: |  |
| Nature of business: |  |
| Position held and reason for leaving: |  |
| Salary / Rate: |  |

**Supporting Statement**

|  |
| --- |
| Please add here your reasons for applying. You should refer to the job description and person specification to guide you. It would also be of value to describe particular strengths and talents that set you apart from others as well as including skills gained from work, home and other activities (maximum 800 words) |

**Referees**

You must provide references from your two most recent employers. Please provide a character reference if you are unable to obtain two professional references, e.g. in the case of an applicant who has been raising children for ten years. All will be contacted, therefore please inform the referees of the fact that you have used their name. If you are unable to provide the required references, please discuss the matter with us.

|  |
| --- |
| **Current or Most Recent Employer** |
| **Name:** |
| **Address:** |
| **Postcode:** |
| **Tel No:** |
| **Job title:** |
|  |
| **Second Reference** |
| **Name:** |
| **Address:** |
| **Postcode:** |
| **Tel No:** |
| **Job title:** |
| **In what capacity are you known to this referee?** |

**Safeguarding**

Ex-Offenders Declaration

Please note this section will only be seen by those involved in the recruitment process and will be treated with the strictest of confidence.

Rehabilitation of Offenders Act 1974

|  |
| --- |
| The Elfrida Society aims to promote equality of opportunity and is committed to treating all applicants fairly regardless of ethnicity, disability, age, gender or gender re-assignment, religion or belief, sexual orientation, pregnancy or maternity and marriage or civil partnership. The Elfrida Society undertakes not to discriminate unfairly against applicants on the basis of a criminal conviction or other information declared.  Answering 'yes' to the question below will not necessarily prevent your employment. This will depend on the relevance of the information you provide in respect of the nature of the position and the particular circumstances. |
| Are you currently bound over or do you have any current UNSPENT convictions that have been issued by a Court or Court-Martial in the United Kingdom or in any other country?  **YES NO** |
| Do you have any current “Unspent Convictions”, reprimands or final warnings in the United Kingdom or in any other country?  **YES NO** |

**Privacy**

|  |
| --- |
| The Elfrida Society will only collect data for specified, explicit and legitimate use in relation to the recruitment process. By signing this application form you consent to The Elfrida Society holding the information contained within this application form. If successfully shortlisted, data will also include shortlisting scoring and interview records. We would like to keep this data until the vacancy is filled. (We cannot estimate the exact time period, but we will consider this period over when a candidate accepts our job offer for the position for which we are considering you)*.* When that period is over, we will either delete your data or inform you that we would like to keep it in our database for future roles. We have privacy policies that you can request for further information.  Please be assured your data will be securely stored by the Recruitment Manager and only used for the purposes of recruiting for this vacant post. You have a right for your data to be forgotten, to rectify or access data, to restrict processing, to withdraw consent and to be kept informed about the processing of your data. If you would like to discuss this further or withdraw your consent at any time, please contact the Recruitment Manager or Data Protection Officer on 020 7354 6343. |

**Declaration**

|  |  |
| --- | --- |
| The information in this application form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by The Elfrida Society. Where applicable, I consent that The Elfrida Society can seek clarification regarding professional registration details. | |
| Name: | Date: |
| Signature | |

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**Equality and Diversity Monitoring Form**

Elfrida Society wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this but filling in this form is voluntary.

The information you provide will stay confidential and be stored securely and limited to only relevant staff in the organisation’s Human Resources section.

**Thank you in advance for your time with this.**

**Gender**

Man  Woman  Non-binary  Prefer not to say 

If you prefer to use an alternative, please specify here:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Are you married or in a civil partnership?**

Yes  No  Prefer not to say 

**Age**

16-24  25-29  30-34  35-39  40-44  45-49 

50-54  55-59  60-64  65+  Prefer not to say 

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

**White**

English  Welsh  Scottish  Northern Irish  Irish 

British  Gypsy or Irish  Traveller  Prefer not to say 

Any other white background, please write in:

**Mixed/multiple ethnic groups**

White and Black Caribbean  White and Black African 

White and Asian  Prefer not to say 

Any other mixed background, please write in:

**Asian/Asian British**

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say 

Any other Asian background, please write in:

**Black/ African/ Caribbean/ Black British**

African  Caribbean  Prefer not to say 

Any other Black/African/Caribbean background, please write in:

**Other ethnic group**

Arab  Prefer not to say 

Any other ethnic group, please write in:

**Do you consider yourself to have a disability or health condition?**

Yes  No  Prefer not to say 

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\*The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**What is your sexual orientation?**

Heterosexual  Gay woman/lesbian  Gay man  Bisexual 

Prefer not to say 

If you prefer to use your own term, please specify here:

**What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu  Jewish 

Muslim  Sikh  Prefer not to say 

If other religion or belief, please write in:

**What is your current working pattern?**

Full-time  Part-time  Prefer not to say 

What is your flexible working arrangement?

None  Flexi-time  staggered hours  Term-time hours 

Annualised hours  Job-share  Flexible shifts  Compressed hours 

Homeworking  Prefer not to say 

If other, please write in:

**Do you have caring responsibilities? If yes, please tick all that apply**

None 

Primary carer of a child/children (under 18) 

Primary carer of disabled child/children 

Primary carer of disabled adult (18 and over) 

Primary carer of older person 

Secondary carer (another person carries out the main caring role) 

Prefer not to say 

**Thank you for completing this form. Please read the information on the first page again as a reminder of what to do with this completed form.**

**Thank you**