



**JOB PACK  
WELCOME**

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

Dear Applicant,

**Re: Specialist Advocacy Worker** – Advocating for adults and parents with a learning disability and/or autism 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.**

**Please include a personal statement describing your strengths and talents 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.

Thank you for your interest in this role.

Yours sincerely

Dolly Galvis  
Chief Executive

## ABOUT THIS OPPORTUNITY

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 (Elfrida) 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.

### Our Charitable Values and Objectives

The Elfrida Society's vision is for a better world, social justice and equality of opportunity for people with learning disabilities.

Our mission is to support and work with people who have learning disabilities through the provision of services, support and activities that help people with learning disabilities build connections, have happy and independent lives and have fun.

Our values of trust, care, choice and opportunity reflect our history and have been developed in consultation with our service users, staff, volunteers and trustees. These values are embedded into our vision, mission and overall charitable aims and objectives of the organisation and all our projects.

All our work is underpinned by the following values:

**Equality:** We value diversity and strive to give equality of opportunity. We believe the organisation and society is enriched by its diversity.

**Respect:** We respect the experience of our staff, volunteers and supported employees, which include people with learning disabilities. We believe in their potential and will help to realise their ambitions.

**Creativity:** We encourage innovation in the solutions we adopt.

**Cooperative:** We value partnerships based on honesty and trust. We believe that people working together can achieve positive and lasting change.

**Co-Production:** We value the input of our beneficiaries, staff and volunteers in all the work we do.

**Challenge:** We will advocate on behalf of our service users with local and national institutions in order to achieve our vision and mission.

## **Our Programme of Services**

We aim to support people with LDAD to live happy, independent lives and provide opportunities for them to have their voice heard. Key to this is our specialist advocacy offer to empower people and ensure they can access the same opportunities as everyone else. Our other projects work in conjunction with advocacy to proactively challenge prejudices towards people with LDAD, and positively influence local and national policy.

The three main strands of ES's work comprise:

- **Advocacy** - specialist 1:1 peer support and self-advocacy, including a pioneering user-led support programme for parents with an LDAD, known as the Elfrida Society Parents Project (ESPP).
- **Consultation services** – two unique user-led groups who engage in quality assurance monitoring of local learning disability (LD) provision and contribute toward Council subgroups, both aiming to affect positive change and give lived experience of LD.
- **Sports projects** - sporting groups in collaboration with local and national organisations providing opportunities to enjoy recreational community-led activities and develop meaningful social relationships.

The Elfrida Society works closely and in partnership with other organisations who share our values, both in the borough of Islington and elsewhere, and we work closely with the London Borough of Islington to deliver services through partnerships.

All our services are consulted, evaluated, shaped and designed with people with a learning disability and/or learning difficulties leading to improved health, well-being and independence.

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## **JOB DESCRIPTION**

**Job Title: Specialist Parent Advocate** – Supporting parents with a learning disability and/or autism or learning difficulties (LDAD).

### **Purpose of Role**

From the moment their child is born, parents with a learning disability and/or learning difficulties face an uphill battle to keep their child in their care. Unlike most new parents, they have to prove their ability to parent – it can be a battle from the moment pregnancy is announced. The Elfrida Society seeks to support parents with LDAD through the complexities of parenting, supporting them with all matters relating to their children. We do this through our pioneering specialist advocacy and user led Peer Support Group.

The Elfrida Society is a pioneer organisation providing direct specialist advocacy to parents with LDAD across London and beyond, providing advocacy at all levels relating to the welfare of the child. Our expert advocates support parents with LDAD going through child in need, child protection, care proceedings and in court hearings related to their children to understand the process and advocate on their behalf. We also support parents in other aspects of their lives that have an impact on the child, such as providing practical support with relationships, health, benefits and education.

The Elfrida Society provides advocacy and support services across Islington, other London boroughs and English counties. The Elfrida Society Parents Project (ESPP) provides specialist, independent and holistic advocacy service in support of parents with LDAD.

As a specialist parent advocate you will ensure the view and voice of parents with LDAD are heard. The advocate will ensure that child in need and child protection processes are fair and that no stone is left unturned to ensure every effort is put in place, via family support services to offer parents with LDAD every chance of success to become the parent their child needs. Supporting parents to understand and navigate the care proceeding processes, ensuring that the necessary reasonable adjustments are put in place for the parent with LDAD to feel they are treated equally as per the guidance of the advocacy charter, the disabilities rights act access to information act, the equality act and the rights of the child act.

Advocates sometimes also work across other areas including education, health, housing, benefits, family intervention and family support services, making referrals to specialist services when a need has been identified.

### **Key Responsibilities:**

1. To provide independent advocacy support to parents with LDAD on a range of issues including housing, benefits, health, education, care and safeguarding.
2. To help parents and families with LDAD to understand the child protection process and to make reasonable adjustments including ensuring all information is easy to read and accessible.
3. Working with Local Authorities, service providers and other professionals such as legal professionals and social workers to ensure communication is made clear and accessible to the parent with LDAD.
4. As an advocate you will take action to support parents with LDAD to have their say, and have their disability and human rights met, pursue their interests and help them to obtain the services they need.
5. To work in partnership with the people you support, promoting their social inclusion, equality and rights as parents.
6. 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.
7. To ensure that parents and families with LDAD 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 LDAD to understand their rights and entitlements, empowering them to become more independent and better able to self-advocate in the future.
9. To ensure that parents, families and individuals with LDAD engaging with the specialist advocacy services have their voices heard and views respected.
10. 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.
11. Attend regular internal and external meetings as required by the Operations Manager and/or the Chief Executive Officer.
12. Support the development of links through positive liaison with voluntary and statutory services to ensure positive engagement with people with a learning disability and/or learning difficulties and their families and carers.

## **Internal & External Liaison**

13. To build and maintain a positive and productive relationship with other projects within the Elfrida Society and external partner organisations.
14. Representing the service and the organisation at all relevant internal and external meetings.
15. Work in co-operation with the Senior Management Team and other staff to ensure the needs of parents with a learning disability and/or learning difficulties are central to project delivery.
16. Initiating and participating in training and development practices.
17. Attending regular supervision sessions (every 6 weeks) and participating actively in annual appraisals. Keeping up to date your own annual Child and Vulnerable adult safeguarding trainings.

## **Administrative Work**

18. Ensuring that efficient record keeping, and reporting and monitoring procedures always complied with the General Data Protection Regulation – GDPR -.
19. Carry out necessary risk assessments, as and when necessary, in line with guidance from you line manager.
20. With the support of the Operations Manager, explore opportunities to produce accessible information and assist in the development, design, and production of accessible resources.
21. Work with the Operations Manager and the CEO to identify new business development opportunities and provide input into service development and strategies and to the development of funding bids as required.
22. Support the team to build our knowledge of organisations working across London and out of London boroughs, by recording these on our internal systems. Sharing across the organisation when relevant and supporting service marketing and promotion.

23. Cover for the Operations Manager when on annual leave or unwell. This will include referrals processing and allocations, communication and attendance to external meetings, providing pastoral care for other advocates, offering safeguarding support and being the point of contact/signposting.

### **Monitoring and Evaluation**

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

### **General**

25. To work within and fully comply with the policies and procedures of The Elfrida Society.

26. 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.

27. 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.

28. 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.

### **Accountability**

All workers are always expected to maintain a professional approach and to be accountable for their work and that of the charity.

The Specialist Advocacy Worker reports to the ESPP Head of Operations, who is in turn accountable to the Chief Executive.

## Terms and Conditions of Employment

**Contract type:** Part-time permanent contract – 20 hours per week

**Salary:** £27,629 - £29,565 pro-rata, depending on experience

**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.

**Annual leave:** Your holiday entitlement is the pro rata equivalent to 30 days + 8 Public Holidays per annum, pro-rata for part-time employees. Your entitlement accrues at the rate of one hour's paid holiday for every 8.285 hours worked.

**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.

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

## Disclosure

All appointments are made on the basis of a DBS check, two satisfactory references and a 6-month probationary period.

## PERSON SPECIFICATION

### Job Title: Specialist Advocacy Worker

Knowledge		
• Understanding of issues that affect adults with learning disabilities and or learning difficulties.	<b>Essential</b>	
• Understanding of needs of parents with learning	<b>Essential</b>	



disabilities and/or learning difficulties and the barriers they face.		
• Familiarity with safeguarding procedures for vulnerable adults and children.	<b>Essential</b>	
• An awareness of the legislative framework which affects the lives of people with learning disabilities, their families and children.	<b>Essential</b>	
• Awareness of GDPR and confidentiality requirements.	<b>Essential</b>	
• A National Advocacy Qualification		<b>Desirable</b>
• Affiliation with third sector organisations and processes		<b>Desirable</b>
• Awareness of The Advocacy Charter		<b>Desirable</b>
<b>Experience</b>		
• Previous experience working with adults with learning disabilities in a community or residential setting.	<b>Essential</b>	
<b>Abilities</b>		
• Excellent listening, written and verbal communication skills and the ability to articulate clearly and confidently communicate with people from all professional levels.	<b>Essential</b>	
• Good working knowledge of Word, Excel and social media.	<b>Essential</b>	
• 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.	<b>Essential</b>	
• To respect client confidentiality within safeguarding guidelines, whilst adhering to the rights of people with learning disabilities and/or learning difficulties.	<b>Essential</b>	
• To translate the priorities and wishes of people with learning disabilities and/or learning difficulties into plans and actions.	<b>Essential</b>	

<ul style="list-style-type: none"> <li>To work independently and manage your own workload.</li> </ul>	<b>Essential</b>	
<ul style="list-style-type: none"> <li>To be able to present complex information in accessible ways for people with learning disabilities and/or learning difficulties to understand.</li> </ul>	<b>Essential</b>	
<ul style="list-style-type: none"> <li>To be emotionally resilient and be able to create healthy boundaries between the complexity and emotional nature of the work, and your own personal life.</li> </ul>	<b>Essential</b>	
<ul style="list-style-type: none"> <li>To prioritise, whilst respecting the LDAD parents' choice of parenting with learning disabilities and/or learning difficulties alongside the ability to be empathetic, non-judgmental and respectful.</li> </ul>	<b>Essential</b>	

<b>Values</b>		
<ul style="list-style-type: none"> <li>Treat people with dignity and respect at all times.</li> <li>Commit to equal opportunities and diversity policies and procedures.</li> <li>Respect the views of people with learning disabilities and/or learning difficulties.</li> </ul>	<b>Essential</b>  <b>Essential</b>  <b>Essential</b>	
<ul style="list-style-type: none"> <li>Commit to learning and development, aware of self and willingness to reflect on own practice and how this can be improved.</li> <li>Honesty and transparency with the courage to speak up if something is wrong.</li> <li>Willing to share knowledge and best practice as well as contribute to new ideas and suggestions for better outcomes.</li> </ul>	<b>Essential</b>  <b>Essential</b>  <b>Essential</b>	