



Advocacy in Greenwich

Sessional Advocate
Job Description/What the person must do

£14 per hour

Responsible to: Manager

Hours of work: up to 10 hours per week

The Sessional Advocate will provide one to one advocacy to adults and young people with a learning disability and to offer advocacy to parents with a learning disability when there are Child Protection and/or Care Proceedings.

Main Parts of the job

1. To provide independent one to one advocacy to adults and young people with a learning disability.
2. To provide independent one to one advocacy to parents with a learning disability during Child Protection and Care Proceedings.
3. To provide a service following the Advocacy Code of Practice and Advocacy Charter.
4. To be accountable to the Manager.
5. To be committed to keeping vulnerable adults and children safe and follow safeguarding procedures when necessary.

6. To make sure that the service is accessible to everyone who wishes to use it.

Working on your own

1. Keep good records of all the work you do.
2. Make sure that you record the changes for people who use the service and you pass this information onto your Manager and the Office Administrator.
3. Tell your Supervisor/Manager about all the work that you do.

Working in the Office

1. Make sure that all paper work is put away in the right place.
2. Follow the rules about using computers and IT.
3. Make sure that the office is always clean and tidy.

Working with other groups

1. Develop your knowledge of local groups and services that may be of interest to people with a learning disability.

Health and Safety

1. Make sure that you are safe in the office.
2. Make sure that you know about safeguarding issues.
3. Make sure that you follow the rules about keeping yourself and other people safe in the Advocacy in Greenwich offices and when you are outside the offices.
4. Keep the electronic calendar up to date so that people know where you are.

5. Make sure you keep all information about people in the project safe and follow the rules about how to do this.

Doing your job well

1. To have supervision to help you in your job and to make the service better, and to ask for more support if you need it.
2. To take part in meetings every year about you and your job – appraisal
3. To go to and take part in any training that will support you and Advocacy in Greenwich to work better.
4. To go to and take part in staff team meetings and staff team training.
5. To work well with all staff and to work together on projects like Consultations, AGM etc.

Any other Duties

1. To do the jobs that the Director or the Trustee Board ask you to do that are not written in this job description but are needed to make the project and Advocacy in Greenwich run well.
2. To go to Trustee Board meetings or General meetings when asked to.
3. To be flexible about how you do your job and to work some evenings and weekends if the project needs you to do this.