The Circle

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Sheffield

S1 4FW

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[info@disabilitysheffield.org.uk](mailto:info@disabilitysheffield.org.uk)

[www.disabilitysheffield.org.uk](http://www.disabilitysheffield.org.uk)

Dear Applicant

**Advocacy Worker**

Thank you for your interest in the above position with Disability Sheffield. Please find enclosed an information pack as requested.

We ask you to fill in your application carefully, giving all relevant information and in particular setting out the ways in which you meet the competencies outlined in the job description and person specification. You should provide clear and concise examples of when you have had to use the necessary skills. Your application should be typed or completed in black ink.

If you have any questions, need support with filling out the application form or would like an informal chat about the post please email [mary.phillips@disabilitysheffield.org.uk](mailto:mary.phillips@disabilitysheffield.org.uk)

Your completed application should be returned to us by **9am, Monday 4th April 2022**

Late applications and CVs will not be accepted.

Interviews will be held on **Thursday 7th April 2022**

Please email your completed application form to: [mary.phillips@disabilitysheffield.org.uk](mailto:mary.phillips@disabilitysheffield.org.uk)

Or post to:

Mary Phillips, Disability Sheffield, The Circle, 33 Rockingham Lane, Sheffield S1 4FW

We have a policy of shortlisting and interviewing all disabled applicants who meet the minimum requirements for their jobs. The law will allow this. It would not be unlawful discrimination against a non-disabled applicant who also meets the minimum requirements but is not shortlisted.

Kind regards,

Mary Phillips, Advocacy Manager

**Job Details**

**Job title:** Advocacy Worker (Entry level)

**Office Location:** The Circle, 33 Rockingham Lane, Sheffield, S1 4FW

**Salary:** £27,109.00 pro rata (£13,554.50 actual salary)

**Pension:** 6% employer contribution, minimum 2% employee contribution

**Hours:** 17.5 hours

**Contract Type:** Temporary- 1 year

**Reports to:** Advocacy Manager

**About Disability Sheffield**

Disability Sheffield Centre for Independent Living is a ‘not for profit’ pan-impairment organisation driven by disabled people. We deliver responsive, high quality and professional services supporting adults who self-define as disabled people (whether they have a physical disability, a sensory impairment, a mental health condition or learning difficulties).

**Main Purpose of job**

To work as part of our advocacy team to provide an accessible high quality advocacy service to disabled people, supporting them to access health and social care services in Sheffield. Advocacy seeks to support people in understanding and securing their rights, and getting their voice heard. The post includes the delivery of generic advocacy, with the aim of increasing our generic work output to respond to a growing waiting list due to the pandemic. This role is an entry level post into advocacy. You do not need to have done advocacy within a professional setting before; we will look at other experience you have.

**Location**

The role is ordinarily office based, but we have been working from home during the pandemic. It will be possible to do hybrid working between home and the office, but we can discuss what works for you. It will also include regular home visits to clients and some lone working.

**Duties and Key Responsibilities**

* To work as part of team to deliver a high quality advocacy service to disabled people and support them to self-advocate when appropriate.
* To meet with people using the service, establish their views and wishes and preferences, and identify possible courses of action and options available.
* To represent people’s views and wishes with relevant services, agencies, and individuals.
* Where people are unable to express their views, the advocate will use non-instructed advocacy approaches to secure the rights of individuals, and ensure their best interests are observed.
* To work one to one with individuals accessing the service and carry an advocacy caseload which is reviewed and monitored on an ongoing basis.
* Work co-operatively and effectively with other staff in Disability Sheffield to ensure that individuals accessing the advocacy service are also linked into other activities and opportunities within the organisation.
* To work co-operatively and effectively with other staff within the Advocacy Hub; to share learning and good practice to improve Sheffield’s advocacy provision.
* To promote the service to disabled individuals, their carers, organisations, service providers and others – presenting information to stakeholders when required.
* Where appropriate, store information about advocacy activities which can be used for funding bids and other reports which require evidence based on need, activities, value, and impact.
* Record and monitor casework, using the electronic case management system.
* Signpost advocacy partners to other relevant specialist/generic services as required and track as appropriate.
* To actively participate in supervision sessions
* To undertake necessary training and development as identified through the supervision process.
* Ensure that all duties and functions are carried out in accordance with the organisation’s policies and procedures.
* To undertake any other duties which fall within the scope of the post.

**Person specification**

All of the following requirements will be assessed from a combination of information provided from the application form, interview, and references:

**Essential requirements**

1. An excellent understanding of the principles of Advocacy, found in the Advocacy Code of Practice.
2. Experience of working with people one-to-one and managing different tasks.
3. Experience of working with adults in an informing or supporting role (note that this is different from giving advice).
4. An understanding and knowledge of the Social Model of disability, the Independent Living Movement, and a commitment to the disability rights movement.
5. Ability to identify and raise wider issues within casework.
6. Ability to work within a team.
7. Ability to prioritise work tasks and balance competing demands in a busy, face to face service.
8. Excellent inter-personal skills.
9. Ability to work on own initiative.
10. Excellent written and oral communication skills and the ability to adapt communication style as appropriate in different situations.
11. Ability to use an online database/ electronic case management system.
12. Ability to use Microsoft Office software and good computer literacy.
13. A willingness to undertake training identified as relevant to the post.

14. The ability to ensure that health and safety requirements are met within the organisation

15. Eligibility to work in the UK

**Desirable requirements**

1. Personal experience of disability through self or family.

2. Experience of making other people’s voices heard.

3. Experience of a user controlled and led organisation.

**Terms and Conditions of Employment**

Outlined below are some of the main terms and conditions of employment relevant to all employees of the organisation

**Probation**

All posts are subject to a probationary period of three months unless otherwise stated on the letter of appointment, during which your performance will be reviewed from time to time.

**Disclosure and Barring (DBS)**

This post is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).

**Equal Opportunities**

Disability Sheffield affords its employees equal opportunities in employment, training and development irrespective of sex, sexual orientation, gender reassignment, disability, marital/parental status, race, colour, nationality, ethnic origin, religion, hours of work, political beliefs, TU membership or age.

Disability Sheffield has an Equality and Diversity Policy and all employees are expected to be aware of, and adhere to, the provisions of this policy and carry out their duties and responsibilities in accordance with this policy.