



The Circle
33 Rockingham Lane
Sheffield
S1 4FW
0114 2536750
info@disabilitysheffield.org.uk
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 or would like an informal chat about the post please email mary.phillips@disabilitysheffield.org.uk

Your completed application should be returned to us by **9am Monday 15th February 2021**.

Late applications and CVs will not be accepted.

Interviews will be held on **Monday 22nd February 2021**

Please email your completed application form to:
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
Office Location	The Circle, 33 Rockingham Lane, Sheffield, S1 4FW
Salary	£21,176 actual salary (full-time £26,470)
Pension	6% employer contribution
Hours	Part-time 28 hours per week (f/t 35 hour week). though open for discussion

About Disability Sheffield

Disability Sheffield is a registered charity and a Disabled People's User Led Organisation (DPULO). DPULOs are organisations run by disabled people, for disabled people.

Since 2003, our small local charity has been enabling disabled people in Sheffield to overcome the barriers that prevent them from being fully included in society.

We are committed to and promote the *Social Model of Disability*. We believe that people with impairments are disabled by the barriers they face in everyday life such as inaccessible communication formats, people's attitudes or inaccessible buildings and not by the way their minds and bodies work.

The majority of our dedicated team (trustees, staff and volunteers) have personal experience of living with an impairment. We are therefore well placed to equip disabled people with the knowledge and confidence to address the challenges they face.

We work alongside disabled people, organisations that represent them, the statutory and voluntary sectors, and the wider community to:

- Promote inclusion, choice and control
- Encourage independent living
- Challenge negative perceptions of disability
- Give a collective voice to one of Sheffield's lesser heard communities

What We Do

We focus on improving the quality of life of disabled people and their families. We offer a wide range of disability-related information, provide an advocacy service, and facilitate activities to enhance health and well-being.

Our advocacy service supports disabled people to exercise their rights and be fully involved in decisions about their life. The team is currently made up of an advocacy manager, 4 part-time advocates and 4 advocacy volunteers.

Job Description

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 both statutory and generic advocacy, leading on work supporting the Deaf Community to access advocacy in Sheffield. This would entail both Care Act Advocacy as part of the Sheffield Advocacy Hub, as well as some generic advocacy, and may in the future also involve the delivery of other types of statutory advocacy as part of Hub provision.

Location

The role is ordinarily office based and it will also include regular home visits to clients and some lone working. During the pandemic, it will be predominantly home working.

Duties and 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 in to 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.
- To work with other members of the team in order to support and mentor volunteer advocates and students on placement in the service.
- 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. This post will require a level 3 advocacy qualification which if not already held will need to be undertaken whilst in post (funded by Disability Sheffield)
- 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

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The CEO may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.

Person Specification

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

Essential

1. An excellent understanding of the principles of Advocacy.
2. Experience of one-to-one casework and managing a caseload.
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 electronic case management system/ online database.
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

Personal experience of disability through self or family.

1. Experience working within the Deaf Community.
2. Independent Advocacy Qualification Level 3 (or working towards)
3. BSL qualification level 2/3 or above
4. Experience of working as an advocate
5. 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.

Location

The main location for this post is currently The Circle, 33 Rockingham Lane, Sheffield S1 4FW. You may be required to work in other locations from time to time, including occasional meetings in other parts of the UK. At the moment you will be required to work from home.

Disclosure and Barring (DBS)

This post is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service

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 Equal Opportunities 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.

Pension Scheme

You are entitled to a contribution of 6% of gross salary to an approved Pension Scheme, currently NEST. Government auto-enrolment pension requires you to contribute a certain % of your salary, currently 2%. You may choose to make an additional contribution from your own salary subject to the maximum allowed for tax purposes.

Annual Leave

The holiday year runs from 1 April to 31 March. Holiday entitlement is 33 days per year (including 8 bank and statutory holidays). Holiday will be calculated on a pro-rata basis for part-time staff.

Sick Leave

The organisation sick leave arrangements are one month full pay and one month half pay in any rolling one-year period

Notice Period

For the Advocacy Worker post 1 months notice of termination is required from the employee