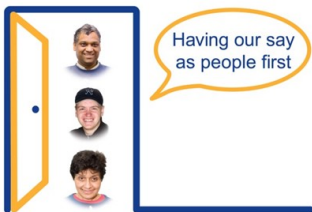


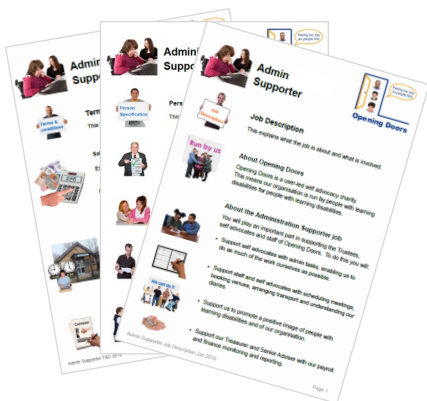


# Advocacy Adviser



**Opening Doors**

This is the Job Pack for the **Advocacy Adviser** job at Opening Doors.



The Job Pack contains:

- Job Description
- Person Specification
- Terms and Conditions



To apply please download an application form from our website or call us for a paper copy.



**01603  
631433**

If you want to have a chat about the job please call the office and ask for Kate or Jo.



# Advocacy Adviser



## Job Description

This means a document to say what the job involves.



## About Opening Doors

Opening Doors is a user-led self advocacy charity. This means it is run **by** people with learning disabilities **for** people with learning disabilities.



If you want to get a good idea of how we work and run, our Big Plan is on our website.

This sets out our beliefs as an organisation and also says what we want to try and do over the next 3 years.



We call members of Opening Doors who have a learning disability **self advocates**.

These are the words we will use in this job pack.



## About the Advocacy Adviser job

You will be supporting people with learning disabilities to develop self advocacy skills, lead their own projects and manage the transition from living in secure services to living in the community.



To do this you will:

- Support self advocates to run groups, training sessions, events and our organisation as a whole.



- Provide individual advocacy support in line with our contract for information, advice and advocacy with the County Council.
- Some of this work is 1:1 advice and advocacy support.



- Support people with learning disabilities who live in secure services to learn how to speak up and prepare for living in the community.

## Main duties



- Providing 1:1 advocacy support to adults with learning disabilities.  
This involves finding out what problems people have and then supporting them to access services and support in order to find solutions.



- Supporting us to run our own advocacy groups.
- Supporting our new specialist self advocacy group for people who have recently moved on from secure services or the criminal justice system.



- Supporting self advocates to write and deliver training sessions and to run short projects.



- Supporting self advocates to become more confident in speaking up and running their own life.



- Supporting us to promote a positive image of people with learning disabilities and of our organisation.

## Main duties (continued)



- Supporting self advocates to lead advocacy groups in secure services.



- Providing individual support for people with learning disabilities living in secure services to plan and prepare for moving on into the community.



- Working alongside people with learning disabilities living in secure services, supporting them to communicate with a range of professionals to prepare for moving on into the community.



- Supporting people with learning disabilities to access accessible information and understand the conditions relating to community sentencing requirements.



- Supporting people with learning disabilities to understand and develop safe and supportive friendships and

## Main duties (continued)



- Keeping clear, confidential and respectful records of your work.



- Support Experts by Experience to share their stories in order to improve the lives of people with learning disabilities who live in secure services.



## General Information about how we work

- At Opening Doors we are proud of how we work together as a team. Trustees, self advocates, staff and volunteers work closely together to run the organisation and support each other. We trust our staff not to take over.



- It is really important that whoever gets this job is prepared and able to work as part of the team. The person will need to be closely involved with all areas of our work.



## Other Duties

- From time to time you might be required to do other reasonable duties or work at other times. You would only do this when it has been agreed with the Trustees, Management Committee or the Senior Advisers.



# Advocacy Adviser



## Person Specification

This says the skills and characteristics needed for the job.



## Essential skills and characteristics

These are the skills and characteristics you **must** have to be able to do this job.



- ✓ Be able to read and write, use the telephone and able to read, write and send emails without a supporter.



- ✓ Be patient and supportive. Willing to work **with** people who have learning disabilities without taking over.
- ✓ Be confident and able to encourage people to do things.



- ✓ Be friendly, approachable and good at getting on with people.

## Essential skills and characteristics continued



- ✓ Be able to work as part of a team.



- ✓ Be able to develop and maintain links with professional bodies and workers from other organisations.



- ✓ Have good communication skills, especially listening skills.



- ✓ Be good at organising and managing your time.
- ✓ Have experience of using an online diary and be able to get to work on time without support.



- ✓ Be enthusiastic to seek out opportunities and face challenges.



- ✓ Be able to type and save work on a computer without



## Essential skills and characteristics continued



- ✓ Understand confidentiality and be able to respect and maintain confidentiality at all times.



- ✓ Be able to support self advocates to do presentations.



- ✓ Have a driving licence and use of a vehicle.
- ✓ If you do not have a car available at any time you would need to be able to travel across Norfolk on public transport without support.

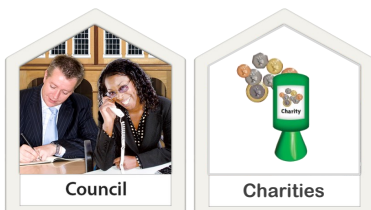


## Desirable skills and characteristics

These are the skills and characteristics that would help you to be able to do this job.



- ✓ Experience of working with people with learning disabilities.



- ✓ You have worked in social care, prisons or health before.

## Desirable skills and characteristics (continued)



- ✓ Support people to recruit new members and/or staff.
- ✓ Have experience of networking and encouraging people to join in with things



- ✓ Experience of working with the media.
- ✓ Experience of supporting in training and presentations.



Communicate

- ✓ Signing skills.
- ✓ Experience of making information simpler by using drawings or making into easy read.



- ✓ Experience of working in secure services and/or prisons.



- ✓ Experience of health and social care systems.



- ✓ Knowledge of Norfolk.



# Advocacy Adviser



## Terms and Conditions

This has the information about being employed by us.



**Salary** £24,863 (pro rata) per year, paid monthly.

**Expenses** Essential Car user allowance.  
We pay a mileage allowance for any travelling you have to do for part of this job.

**Pension** 5% of salary paid into pension scheme after you successfully finish the 6 month probationary period.



**Hours** 20 hours per week.  
Will include Tuesdays/Wednesdays and one other day working between 9am - 5pm.

**Office base** 38A Bull Close, Norwich, NR3 1SX.

**Annual Leave** 33 days per year (pro rata), including bank holidays.



**Notice period** This job is subject to one month notice, in writing, by you or us.

**Contract** This is a permanent contract.



## Training

Relevant training will be provided including security training for working in secure services.



## References

The appointment is subject to two satisfactory references which will be taken up after the interview.



## Accountability

To the Opening Doors Board of Trustees.



## Supervision

Direct line supervision will be provided by the Senior Adviser.



## Closing date

5pm Monday 17th September 2018



## Interview date

Wednesday 26th September 2018

If you think you're right for the job but cannot make that day please call us.