

Advocacy Adviser

Job Information Pack



This is the job information pack for the role of **Advocacy Adviser** at Opening Doors.



To apply please download the pack and application form from our website www.openingdoors.org.uk



Please answer **all** the questions from the application form. You can submit your answers by typing into the form or by sending in a video or an audio recording.



**01603
631433**

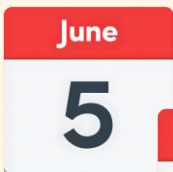
To ask for more information or to discuss aspects of the role please call our office and ask for **Jo Brown** or **Louise Whitlam**.



You must get your application in by **9am** on **Tuesday 26 May 2026**



Invitations to interview will be sent out by **midday Friday 29 May**.



Interviews will take place on **Friday 5 June** and **Monday 8 June 2026**.

The panel will all be people with learning disabilities.

if you cannot make one of those dates please tell us when you send in your application



About Opening Doors

Being userled



Opening Doors is a userled self advocacy charity run **by** and **for** adults with learning disabilities with support from trusted staff.



To learn more about what we do and how we run you can look at our website and social media pages.



We call our members who have learning disabilities **self advocates**.

We call our staff **Advisers** as their role is to advise and support us without taking over.



Trustees, Management Committee, staff and volunteers work together to run our charity.

We all work as a team.



We work hard to be good employers, we care about our staff and look after them well.



We have recently transferred from an unincorporated charity to a CIO and are starting to write a new Big Plan.

This is a really exciting time to join us.

About the Advocacy Adviser role

This post is about enabling people with learning disabilities to be themselves and to lead confident, safe and successful lives.

In this role you will:

Support and advise people with learning disabilities to address problems and issues sometimes at very difficult times in their lives.

Provide respectful individual advocacy support which works *with* adults who have learning disabilities to find solutions to the issues they are facing.

Support self advocates to run their own groups safely and well – assisting them with the background work needed for this.

Support advocacy groups in the community, within secure settings and online as needed.

Keep confidential, factual and respectful records of all the work that you do and contribute to monitoring reports.

Support a self advocate to attend contract partnership meetings for our individual advocacy work.

Support self advocates to develop the skills and confidence to speak up in a range of settings.

What a week might look like

1 to 1 appointments to support people to get help and services they need



Going to advocacy groups to help people talk and sort out problems and issues



Supporting a self advocate Trustee to take part in a contract partnership group



Support an Expert By Lived Experience Worker to run a group in a secure setting



Doing your admin work to keep records up-to-date, going to a team meeting and helping people to arrange appointments



Person Specification – essential skills

Experienced in supporting people to develop new skills through individual and/or group work.

Patient and supportive – you enable people to speak up and use their own voice without taking over.

Non-judgemental and good at getting on with lots of different people. You are friendly, positive and confident.

Able to work well in a team but also good at arranging your own time and working alone when needed.

Good communication skills especially listening skills. You are skilled in checking peoples' understanding.

Able to develop good working relationships with other professionals and workers from other organisations.

Able to respect and maintain confidentiality and understand when you must share information and report things on.

Able to manage your own admin using a computer, phone and online diary. You are confident working in Microsoft programmes.

Have a driving licence and use of a vehicle for work.

Able to keep clear and factual records of your work using a client record management system.

Person Specification – desirable skills

Experience of completing contract monitoring and reports.

Experience of working with adults who have learning disabilities.

Experience of working with people who use health and/or social care systems for support.

Understanding of supporting groups and managing group dynamics.

Enjoy working with people individually and within groups.

Able to make information more accessible for people with learning disabilities or willing to be trained in making easy read documents.

Experience of working within secure settings.

Understand asset-based working and enjoy supporting people to see what they **can** do and build on their skills and talents.

Knowledge of rights and systems for example a good understanding benefits (PIP, UC), housing rights and social care

You understand that everyone is different and are adept at supporting people in a way that respects their culture, language and identity

Terms and conditions

We will need **2 satisfactory references** (taken up after interview) and **we will get a DBS check** done for this role.

Contract – this is a one-year contract initially with a possibility of extension dependent on funding.

Hours and working pattern – this role is offered at 22.5 to 37 hours per week, worked on weekdays between 9am and 5pm.

Salary – the salary for this role is £26,936 to £29,591 depending on skills and experience.

The base for this role is our office at 38a Bull Close, Norwich, NR3 1SX (with some travel around the county).

Expenses and mileage – mileage is paid at 45p per mile and all expenses are reimbursed monthly.

Holiday allowance - 33 days (pro rata) inclusive of bank holidays.

Employer Pension contribution - 3% rising to 5% following completion of a successful 6-month probationary period.

Supervision and training – monthly supervision and all necessary training is provided.

Wellbeing and support – all employees have access to a wrap-around Employment Assistance Programme from day 1. This includes access to free counselling, virtual GP and a perks and discounts scheme. Quarterly staff wellbeing events are fully funded and time off for these is provided.