

# Advocacy and Training Adviser Job Information Pack



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



To apply please download the pack and application form from our website [www.openingdoors.org.uk](http://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.



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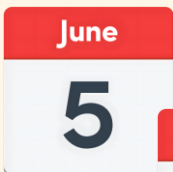
To ask for more information or to discuss aspects of the role please call our office and ask for **Jo Brown** or **Louise Whitlam**.



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 and Training Adviser role

This post is about supporting adults with learning disabilities to deliver training, groups, conferences, projects and events.

## **In this role you will:**

Support self advocates to design, plan and run training sessions, conferences, workshops, groups and events.

Enable self advocates to develop the skills and confidence they need to undertake paid work as reliable and professional Expert By Lived Experience Trainers.

Enable self advocates to identify the adjustments and support they need to be able to achieve.

Work alongside the Training and Development Adviser to support training and research groups for self advocates – recruiting new members from outside Opening Doors.

Help to complete feedback and reports showing the work we have done and the impact it has in changing attitudes and skills.

Support self advocates to take part in project steering groups where they will plan and review projects and work within budgets.

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

Support self advocates to present and discuss their work at conferences and events.

# What a week might look like

Working with 1 or 2 self advocates to plan out a new project or session



Supporting training group members to do their minutes and actions



Supporting a self advocate to chair an advocacy group



Going to another setting to support self advocates to run training for professionals



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



# Person Specification – essential skills

Experienced in supporting the delivery of training and workshops.

Patient and supportive – willing to teach new skills and offering support 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 check peoples' understanding and present information in different ways.

Able to support good working relationships with professionals and workers from other organisations. You can confidently step in if self advocates ask you to represent them.

Able to respect and maintain confidentiality – you 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 computer systems for this.

Experienced in running/chairing meetings yourself or in supporting other people to do so in an inclusive way.

# Person Specification – desirable skills

Experience of working alongside people with learning disabilities.

Experience of coproducing risk assessments to make sure that things *can* happen safely.

Experience of event or conference planning.

Experience of making films and/or using social media to share activity and impact.

Enjoy working with people individually and in 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 with the media to publicise work/events.

Hold a PTLLS, AET or other teaching or training qualification.

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

Understanding of userled organisations and experience of working alongside members all the time as part of your role.

# 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 fixed-term contract to 31 March 2028 with a possibility of extension dependent on funding.

**Hours and working pattern** – this role is offered at 25 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 wraparound 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.