## Role information

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| Job Title: | **Children and Young People’s Advocate (CYPA)** | Travel Required: | Must be able to travel across the targeted area as well as sites of BCWA Car required |
| Location: | Black Country | Position Type: | Support/Casework/Delivering Training |
| Service area: | Women’s Justice Service – Children & Young People | Level/Salary Range: | £20,849 |
| Responsible to: | Women’s Justice Manager  | Working Hours | 37.5 hours per weekHours of work: 9am – 5pm |
| Special Conditions |
| Occasional evening and weekend work may be required, including some work outside of normal office hours.Must be a car driver and hold business insurance. |
| Job Brief |
| Black Country Women’s Aid (BCWA)’s Children and Young People’s Advocates, support vulnerable victims aged 3-25yrs who have experienced interpersonal violence and abuse including domestic abuse, rape and sexual violence, stalking, child sexual exploitation, wider exploitation and involvement in gangs and youth violence (list is not exhaustive). BCWAs aim to provide a responsive, needs led service to children and young people, creating a positive culture/environment enabling them to achieve their potential. **Project: Black Country Children and Young People Schools Support Service** **Funded by Home Office Children Affected by Domestic Abuse Grant**This project will work primarily within schools in Sandwell, Dudley, Walsall and Wolverhampton to support children and young people affected by domestic violence and abuse (DVA) in the home. This will be achieved through:• Delivering training for schools to enable them to handle disclosures and support children.• A direct school-based support service for children and young people, including one to one casework and group programmes aimed at increasing safety, improving wellbeing, and developing their ability to cope with and recover from their experiences.The project acknowledges the important role schools can play in offering a safe, stable space in the lives of children and young people living with abuse and violence at home. It also aims to help children to overcome the impact that DVA can have on their educational attendance, attainment and aspirations.The project will link to Operation Encompass, a police and education safeguarding partnership in which police report to schools when a child or young person has been exposed to a domestic abuse incident the previous evening. Schools receiving these police notifications can access specialist support via our service.  |
| **Working for BCWA** |
| BCWA Values | This role will be an ambassador for BCWA promoting the values of the organisation and all it stands for. The YPA must possess the leadership, skills and commitment to challenge abuse and violence within our society acknowledging that victims are faced with many barriers to living free from violence and abuse. Victims of violence are at the heart of everything we do.BCWA listens, supports and cares. |

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| **Safeguarding responsibilities (the individual’s responsibility for promoting and safeguarding the welfare of vulnerable adults, children and young people they are responsible for, or come into contact with)** |
| \*\*All posts are subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975.  It will be necessary for an enhanced disclosure to be made to the Criminal Records Bureau for details of any previous criminal convictions.All BCWA employees are responsible for the safety of vulnerable adults; children and young people within BCWA services either as direct or indirect victims of abuse. Employees must adhere to all policies and procedures including local safeguarding procedures. Concerns identified must be reported and recorded accurately to your line manager  All BCWA employees are required to work within professional boundaries and ensure that their role and responsibilities are explained and understood including action take where concerns arise.All BCWA employees are expected to take the lead where necessary, attend meetings, share relevant information and respond efficiently, timely and accurately to safeguard and work in collaboration with agencies |   |

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| **Meeting the Strategic Objectives of Black Country Women’s Aid** |
| 1  | To be responsible for delivery and implementation of professional services that incorporate supportive and preventative strategies to equip service users/ victims/ survivors to keep them safe and free from abuse |
| 2 | To be compliant with GDPR procedures and principles |
| 3 | To develop innovative ways of working with children and young victims of interpersonal violence based on good practice and evidence based research. |
| 3 | To be an active participant of the organisational strategic plan taking an active role in developing The Young People’s Advocacy Service plan to meet overall objectives; |
| 4 | To represent BCWA positively, contributing to local, regional and national strategy and events; |
| 5 | Work with senior employees to prepare services for externally assessed quality standards; |
| 6 | To contribute to the development of a culture and systems that promote equality and value diversity; |
| 7 | To ensure that the Young People’s Advocacy service offer is integrated internally and externally; |
| 8 | To work within the aims and objectives of Black Country Women’s Aid. |
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| **Governance**  |
| 1  | Reporting to the Women’s Justice Service Manager as required and producing regular reports in accordance with an agreed schedule and performance requirements. |
| 2 | Attendance at relevant meetings including management meetings and relevant stakeholder meetings. |
| 3 | Assistance in preparing reports to stakeholders and funders ensuring that monitoring and statistical information is kept up to date, accurate and in line with BCWA policies and procedures. |
| 4 | To ensure effective communication across all services to update and inform about the YPA service, and ensure that the Service Manager is informed at all times of any issues that affect effective service delivery.  |
| 5 | To ensure implementation of and compliance with of BCWA policies and procedures. |

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| **Principle Duties** |
| 1  | To join a specialist team of children and young person’s advocates delivering evidence based one to one interventions, group work and advice in a variety of locations (primarily education establishments), across the Black Country with an aim to build resilience in children and young people. All interventions delivered are age appropriate and, culturally sensitive to children and young people. |
| 2 | To offer general awareness of healthy/unhealthy relationships, confidence & self-esteem, managing & understanding emotions, promoting resilience & managing challenges, and identifying and developing healthy coping strategies. All interventions are child led to reduce risk, prevent abuse, challenge behaviors and provide support. |
| 3 | To create a safe, age-appropriate space to work with young people, encouraging them to share their experiences, thoughts and feelings. Work will include sensitively challenging experiences and decision making and working to develop early identification of emerging issues, coping strategies, seeking help and knowledge of healthy relationships. |
| 4 | To be a single point of contact (SPOC) for schools across the Black Country who receive notification of domestic abuse through the Multi Agency Safeguarding Hub (MASH) or via other referral routes (non-statutory) and provide advice, guidance and where required evidence based support assessing risk |
| 5 | To provide emotional and practical support and advocacy to young people with a holistic approach. Support and methodology should be specific/varied to meet the young person’s needs including risk assessment and management plans with a goal to reduce the risk level and increase safety.  |
| 6 | To ensure that all interventions are evaluated to assess impact made and seek children and young people’s views and ideas. |
| 7 | To make referrals and work together with other services to create the best outcomes for young people and where appropriate their families including domestic violence and abuse support services, perpetrator programmes, drug and alcohol services and mental health and wellbeing services (this list is not exhaustive). |
| 8 | To develop and deliver training and awareness to a wide range of professionals working with young people on the impact of ACES, and witnessing DVA in the home. |
| 9 | To build relationships with stakeholders and ensure appropriate sharing of information in accordance with BCWA policies and procedures. Working directly with all key agency partners to ensure that young people’s plans are coordinated and information is shared effectively and appropriately. |
| 10 | To ensure that the BCWA case management systems are accurately completed in accordance with policy and procedures, assessing risk and ensuring safety focused individual support/safety plans. It is essential that risk is reduced/ managed safely prior to a school holiday so that the child/young person or family is referred onto other services where appropriate. Cases must be sensitively managed as relationships will have developed, ensuring that there are no risks to the child/young person. Risk assessments and support plans must be in place and approved prior to school holidays |
| 12 | To be a proactive enthusiastic member of the team contributing to the requirements of the contract and related targets and commitments (funders/ commissioned services). |
| 13 | Ensuring that the overall quality of service is working within external/ national standards |
| 14 | Ensuring that your practice meets health and safety standards in accordance with BCWA policy and procedures when working at different sites including non BCWA sites and use of relevant equipment. |
| 15 | Contribute to the preparation of new bids and tenders as required. |
| 16 | To participate in developing partnerships and networks within and beyond BCWA. This will include the preparation and presentation of reports and plans. |
| 17 | To ensure that people who use the service are consulted with and involved in all aspects of the service and that their thoughts, wishes and feelings are taken in to consideration. |
| **General Duties** |
| 1  | To ensure that all work is compliant with BCWA GDPR and Information Security policy and procedures. |
| 2 | To be fully compliant and remain up to date with BCWA’s policies and Case Management procedures and uphold standards of best practice. To remain up to date and compliant with local and regional operational protocols and national legislation and emerging evidence. |
| 3 | To develop, maintain and represent positive, collaborative working relationships with all BCWA staff, being committed as part of the team to providing a high level of support to victims and survivors. |
| 4 | To attend all meetings or training as required, attend monthly supervision sessions, and appraisals.  |
| 5 | To participate in BCWA performance management processes providing robust outcomes and evaluation reports on progress within the role. To participate in target setting within the role and work to established targets.  |
| **Important information**  |
| 1  | This job description will be subject to review as part of the annual appraisal process. The post holder will be expected to be flexible in her development of the post and will participate fully in all discussions about the nature of her work and the tasks involved. |
| 2 | Black Country Women’s Aid is committed to safeguarding and promoting then welfare of vulnerable adults, children and young people and expects all staff and volunteers to share this commitment. |
| 3 | Any other duties which the Executive Director may feel necessary from time to time |
| 4 | Occupational Requirement under Schedule 9 (part 1) of the Equality Act 2010 applies. The post holder must be female in accordance with the Sex Discrimination Act 1975 Part 7 (2) (e) |

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| **Qualifications and Experience: You are required to:**  |
| 1 | GCSEs English and Mathematics – Grade C or above.Minimum NVQ Level 3 in relevant subject working with preferably children. |
| 2 | Experience of working within a multiagency setting to achieve the best outcome for vulnerable people. |
| 3 | Experience and confidence to communicate in a variety of ways. |
| 4 | Experience of working within children and young people in a supportive setting, understanding and assessing risk and responding to their needs. |
| 5 | Experience of responding in an emergency/crisis. |
| 6 | Preparing accurate and concise case notes and reports based upon fact and professional judgment for a variety of purposes including case conferences and/or formal proceedings. |
| 7 | Experience of techniques and interventions to get the most out of group intervention, address group dynamics, manage tension/ challenging behaviour and keep the group engaged. |
| 8 | Experience of working within a legislative framework. |
| 9 | Experience of developing and facilitating training and delivering training to professionals. |
| 10 | Experience of working within agreed targets and reporting on time. |
| 11 | Experience of working in partnership with external agencies and representing an organisation at stakeholder meetings. |
| 12 | Experience of working with and involving stakeholders developing service specific consultation and involvement and translating them into actions. |
| 13 | Experience of fundraising. |
| **Knowledge: You are required to:**  |
| 1 | Have a good understanding and knowledge of the issues facing children and young people affected by violence such as domestic abuse, sexual violence and child sexual exploitation including the impact on children and young people and their families and the legal framework to respond.  |
| 2 | Have a good understanding of age-appropriate best practice support interventions for children and young people including other agencies that can help. Understanding of complex needs e.g. coping strategies, self-harm, substance misuse, mental health (this list is not exhaustive). |
| 3 | Knowledge of relevant Safeguarding Adults and Children legislation/structures and Working Together 2018. |
| 4 | Knowledge of Equal Opportunities, Health and Safety, General Data Protection Regulations 2018 compliance and management. |
| 5 | Knowledge of the multi-agency partnership structures and legalities of sharing information where abuse has been disclosed. |

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| **Skills/ and abilities: You are required to:**  |
| 1 | Excellent communication skills with the ability to communicate effectively* with service users and statutory, voluntary and other stakeholders
* verbally and in writing
* advocating for service users, raising awareness of gender violence issues and representing Black Country Women’s Aid
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| 2 | Ability to be calm and resilient whilst under pressure and to remain optimistic and persistent. |
| 3 | Ability to work independently and within a team, to plan and manage a caseload of children and young people, meet deadlines, problem-solve and respond to unplanned demands and support employees within the team.  |
| 4 | Ability to develop supportive relationships with clear boundaries with vulnerable children/ young people and adults in a non-judgmental way showing sensitivity for others’ viewpoints and valuing diversity. |
| 5 | Demonstrate ability to plan and prioritise a variety of work activities and respond to change. |
| 6 | Able to train, facilitate and develop programmes on issues around violence and abuse and its impact of children/young people and adults. |
| 7 | A broad base of basic administrative skills including; Word, Power point, Excel and using databases |
| 8 | Ability to work in a multi-agency setting, communicating effectively with other agencies through telephone, face to face and written reports.  |
| 9 | Maintaining professional boundaries and knowing when to seek management guidance and support when required. Self-care is vital. |
| **Character and Personal qualities: You will be required to:**  |
| 1 | A feminist perspective on how gender, social, economic, race, cultural, linguistic, religious and sexual orientation issues may impact on young people’s lives. |
| 2 | Confident, assertive, positive individual committed to helping children and young people achieve their potential and representing everything that Black Country Women’s Aid standards for. |
| 3 | Non-judgmental, non-directive and anti-discriminatory approach to empowering children and young people. |
| 4 | High level of self-motivation and integrity and an ability to think creatively with a ‘can-do’ attitude that can inspire others. |
| 5 | Confident to challenge practice in a constructive and solution focused way and where necessary take formal action. |
| 6 | Organised and efficient and able to manage time/tasks effectively and respond to immediate pressures. |
| **Other Requirements: You will be required to:**  |
| 1 | Have a current driving license and access to a vehicle with Business Insurance. |
| 2 | Be willing to work unsociable hours, including evenings and late nights as required. |
| 3 | Be eligible to work in the UK |

# Version control and Sign off

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| Job Description produced by:  | Cheryl Pugh  | Date Produced | 19/05/20 |
| Job Description reviewed by: | Sara WardExecutive Director | Date reviewed  |  |
| Job Description approved by: |  | Date Approved  |  |