## Role information

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| Job Title: | | | **Young People’s Advocate (YPA)** | 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 week  Hours 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 | | | | | |
| BCWA Young People’s Advocates provide support across the Black Country to women and girls aged 13- 21 who are at risk, who are affected, or who have been affected directly or indirectly from involvement in gangs, sexual violence, grooming, exploitation and relationship abuse. The service works in an integrated, open and trauma-informed way which assists young people on their recovery journey and supports them to live safer, healthier lives in the future.  The team will keep an up to date knowledge of the changing behaviours and tactics of those that coerce and control young women and girls. The team will develop local profiles of target areas, assessing risk and working with a range of partners to engage and protect young people. The team will gain a better understanding of pressures and challenges faced by young people and the barriers to accessing services to get the right help. Where possible, they will advocate for young women with agencies to improve their response and encourage a greater awareness and understanding of young people’s perspectives.  Where girls and young women are identified the team will provide evidence-based interventions that include one-to-one support, group work, family support, advice and guidance. The work is delivered within robust safeguarding procedures ensuring that there is a link with each local authority statutory response to safeguarding children and exploitation. The team will be responsible for all aspects of case management including risk assessment, needs assessment, support planning, evaluation and consultation. Data capture, regular reviews, quality audits and project/ performance targets will ensure that the service meets all the funding/ contracting requirements.  It is expected that girls and young women will have experienced or present with a range of issues including gang affiliation, grooming, sexual violence, exploitation, offending, unhealthy relationships, substance misuse, accommodation issues and mental ill-health. Links and partnerships with relevant partners to access the right support for young people will be essential.  The service will be subject to an evaluation at 6 months and at the end of the funding period. | | | | | |
| **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. |
| **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 be part of a specialist Women’s Justice Team delivering evidence based one to one interventions, group work and advice in a variety of trauma informed environments. |
| 2 | To provide a client led, strengths based response to presenting issues including gang affiliation, grooming, sexual violence, exploitation, offending, relationships, substance misuse, accommodation and mental health, using motivational interviewing techniques and restorative practice. |
| 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 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. |
| 5 | To ensure that all interventions are evaluated to assess impact made and seek young people’s views and ideas. |
| 6 | 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). |
| 7 | To develop and deliver training and awareness to a wide range of professionals working with young people on the impact of ACES, grooming and gang affiliation. |
| 8 | 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. |
| 9 | 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/management plans. |
| 10 | To develop local profiles of areas across the Black Country, identifying hotspot areas for gang involvement and exploitation, identifying risks and issues, relevant partner agencies, and working with partners to engage and protect young people. |
| 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. |

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| **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. |

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| **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) |

# Person Specification

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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, such as youth work, health and social care etc |
| 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 a children and young person’s supportive setting, understanding and assessing risk and responding to their needs |
| 5 | Experience of responding in an emergency/crisis |
| 6 | Experience of casework and support planning. 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 engagement techniques within group interventions, 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 young people and families affected by gang affiliation, grooming, sexual violence, exploitation, offending, relationships, substance misuse, accommodation and mental health, using motivational interviewing techniques and restorative practice. |
| 2 | Have a good understanding of age appropriate best practice interventions for 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 |
| **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 BCWA. |
| 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 | Be optimistic about the possibility of personal growth and change.  Motivate individuals and agencies to move through courses of action and decision making processes. |
| 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, Powerpoint, Excel and using databases |
| 8 | Ability to work in a multi-agency way, 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 young people achieve their potential and representing everything that BCWA stands for |
| 3 | Non-judgmental, non-directive and anti-discriminatory approach to empowering 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 |
| 3 | Be eligible to work in the UK |

# Version control and Sign off

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| Job Description produced by: | Amy Colbourne, Women’s Justice Manager | Date produced | 03/02/2020 |
| Job Description reviewed by: | Kat Bailey, Development and Communications Manager | Date reviewed | 04/02/2020 |
| Job Description approved by: | Sara Ward | Date approved | 10/03/2020 |