**CP & CIN Advocate**

**Job Description**

Open Door

Open Door is a registered charity (1125477) working with young people and vulnerable adults in Thurrock. It consists of a number of projects and services of which the YPLA services are one. More details of these projects can be found on the Open Door website. [www.opendoorservices.org](http://www.opendoorservices.org)

**Mission**

Open Door works with young people and vulnerable adults to help them realise their aspirations and address any barriers that may stop them from achieving their full potential.

Purpose of the post

To work with young people who are subject to Child Protection Plans or have been deemed by Thurrock Social Care as a Child In Need. Ensuring the voice of the young person is heard and that their views and opinions are understood and fully considered by professionals when making decisions about their future.

* To provide support to young people who are subject to Child Protection plans or are deemed Children In Need, at their meetings and statutory reviews.
* To advocate at the request of the young person on their behalf.
* To help the young people to understand the processes that are taking place with regards to their CP or CIN status.
* To ensure young people feel confident and supported with issues, concerns and complaints they may have regarding their situation.
* To enable young people to access services such as health care, education, training, benefits, volunteering opportunities, social activities, employment etc. relevant to their individual needs and to act as an advocate on behalf of young people where appropriate.
* To work with other agencies and individuals as required to maximise the opportunities for young people involved in the care system.
* To develop a forum for young people in care to provide support, advice and advocacy for themselves and others in a similar situation.

**Young People Looked After Services**

**Advocate**

**Main Tasks**

* To make contact with young people who are subject to Child Protection Plans and Children In Need by Thurrock Social Care.
* To carry out one to one meetings with young people and to support them in statutory meetings.
* To advocate and support young people making formal complaints.
* To help young people understand decisions which are being made and ensure they feel supported throughout the process.
* To create an environment, structures and opportunities that enable young people to be heard.
* To undertake the preparation and administration that may be necessary to undertake the duties of the post.
* To maintain client records and complete monitoring and evaluation forms
* To facilitate forums and activities for young people within the target group to reduce isolation, build confidence and enable informal advocacy.
* To undertake Open Door safeguarding training and work within Safeguarding guidelines.
* To become familiar with the relevant youth service, civic, community administrative and wider political structures in order to create opportunities for young people and assist them and the wider community in countering disadvantage, abuses, misuses and unjust power.
* To monitor and evaluate work professionally through regular supervision.
* To participate with colleagues in staff meetings, staff development and training opportunities.
* Any other reasonable tasks associated with the delivery of this role.

**Young People Looked After Services**

**Advocate**

**PERSON SPECIFICATION**

The role of the advocate is to provide advocacy and support to individual children and young people who are in the care of the local authority. The aim of such support is to ensure young peoples rights are upheld, their views and concerns are heard and respected and that they have fair and equal access to sources of support.

**Essential**

* Experience of working directly with young people.
* Knowledge of issues facing looked after young people and those with CP plans and CIN.
* A firm commitment to diversity and equal opportunities.
* Ability to handle information sensitively and to treat it with confidentiality.
* Prepared to be flexible
* Ability to challenge in a non confrontational manner
* Good communication skills
* Ability to work unsupervised
* Excellent organisational and office skills
* Computer literate
* Full driving licence with access to vehicle

**Desirable**

* A recognised youth/social work qualification
* Advocacy and negotiation skills
* Knowledge of the current legislation regarding child protection plans and children in need.
* Knowledge of current legislation regarding young people looked after.
* Understanding of GDPR and managing data safely.

**Responsible to:** YPLA Co-ordinator

**Base:** Open Door, The Beehive, West Street, Grays

**Rate of Pay:** £22,000 - £26,000 per annum

**Support:** Regular supervision will be provided

Any necessary training will be identified and arranged

**Hours of work:** 36 per week (flexible)

**Holiday:** 25 days per year + bank holidays

**Other Conditions:** Due to the nature of this post it will be necessary to complete an enhanced DBS disclosure.

Two relevant references will be required.