



Partners in Advocacy
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'Stand by Me' Children & Young Person's Advocacy Worker - Glasgow POST A

21 hours per week until 31st July 2010.

Thank you for your interest in the above opportunity. I am delighted to enclose:

- 1 Job Description & Person specification
- 2 Application form

This application form will assist you to ensure that you cover all points in the person specification. This may make it seem long, but please don't be put off! It does actually help you – and as long as you can demonstrate that you meet the criteria, you can be concise. If possible, please complete the application form electronically but please do not extend the spaces for questions significantly. Please copy and paste from **page 5** onwards into a new document to create your application.

I look forward to receiving your completed application by **5pm on Friday 11th January 2010** emailed to glasgow@partnersinadvocacy.org.uk marked **Confidential Glasgow PT Vacancies Post A'** or in hard copy also marked "**Private & Confidential**" for the attention of Linda Bailey, CEO to the above address. ***Please note that we cannot accept CVs.***

If you have any enquiries meantime, please would you contact Pauline Cavanagh on 0141 847 0660 or by e-mail at pauline@partnersinadvocacy.org.uk marked (Glasgow ASN Maternity Cover).

Yours sincerely

Linda Bailey

Chief Executive Officer

Stand by Me' Children & Young Person's Advocacy Worker – Glasgow POST A

JOB DESCRIPTION

- Hours:** 21 Hours (Flexible to be agreed)
- Salary:** £23,934 (pro-rata) until 31st July 2020. This post is funded by Children in Need.
- Responsible to:** Line Manager/ CEO and the Board
- Based:** Glasgow office with travel throughout the city
- Job Purpose:** Through 1-1 issue based independent advocacy partnerships to ensure that: the views and opinions of vulnerable children and young people who have chaotic lifestyles, involvement with Youth Justice or having adverse childhood experiences (ACEs) within Glasgow are heard and respected, that they are empowered and have influence over the decisions which affect their lives so that their needs are met, and their rights and interests are protected.

Job Activities:

1. To undertake short-term, issue-based independent advocacy with those for whom the service is designed up to 19 years of age who live in Glasgow.
2. To comply with the SIAA's Principles and Standards and Code of Practice of independent advocacy; all policies and procedures of Partners in Advocacy, and to maintain PiA's aims and objectives.
3. To promote the service and make contact with all relevant agencies, e.g. SCRA, EEI, Social Work, Police Scotland, Barnardo's Street Team, etc. to help generate referrals.
4. To participate in relevant networks including meetings to help promote good practice for independent advocacy to support children and young people within the remit of this project.
5. Where necessary to challenge professionals in an appropriate manner and to present PiA and independent advocacy, in a positive light.
6. To keep all records and undertake all evaluation/monitoring processes as necessary and to be responsible for organising work and administration tasks effectively.
7. To be an active member of PiA's Children & Young People's Advocacy Worker Network and PiA's Glasgow team, contributing to PiA's overall work and development, attending meetings and working groups as may be required.
8. To participate in any other activities as could be reasonably expected. The above is not an exhaustive list.

PERSON SPECIFICATION

Essential Criteria:

1. A commitment to the empowerment and inclusion of vulnerable children and young people.
2. A sound value base in relation to the rights of the children and young people who will be supported by the Advocacy Worker funded by this project.
3. Willingness and ability to work flexible hours across Glasgow - mainly during office hours but some out of hours' work might be required e.g. Saturdays or occasional late evening appointments.
4. Previous knowledge and experience of independent advocacy.
5. Knowledge of education, social work, children's hearings and youth justice systems.
6. Personal qualities of creativity, resourcefulness, perseverance, patience, confidence and energy; an ability to work independently, take responsibility for own time management and be reliable and punctual.
7. Excellent interpersonal skills, including the ability to listen reflectively, to communicate sensitively and appropriately with a variety of individuals.
8. A satisfactory PVG scheme check.

Desirable Criteria:

1. Previous experience of working with vulnerable children/young people whose personal circumstances are within the remit of this project.
2. Previous experience of delivering independent advocacy either paid or as a volunteer.
3. An understanding of the principles and standards of independent advocacy and how they are put into practice.
4. A knowledge of: UNCRC (United Nations Convention on the Rights of the Child,); The Children (Scotland) Act 1995; Children & Young People (Scotland) Act 2016; Education (Additional Support for Learning) (Scotland) Act 2004 (as amended); GIRFEC (Getting it Right for Every Child); Scottish Autism Menu of Interventions; Child Protection policy in Scotland.
5. The ability to absorb new information quickly and put it into practice.

6. An ability to enable and support children and young people, and to provide feedback and/or information as and when appropriate.
7. A current, clean driving license with access to a roadworthy vehicle for work use.



APPLICATION FOR THE POST OF: 'Stand by Me' Children & Young People's' Advocacy Worker - Glasgow - POST A

PERSONAL INFORMATION (CONFIDENTIAL) - NB THIS SHEET WILL BE SEPARATED FROM YOUR APPLICATION

Last name..... Title
First name(s)
Address for correspondence
.....
Daytime telephone no..... Evening telephone no.....
E mail:
Where did you find out about this post?

REFERENCES

Please give the names and addresses of two people whom we may contact for a reference. The first of your references must be your present or most recent employer. Personal references (i.e. from your GP or friends) are not acceptable.

Name..... Name
Job Title..... Job Title
Address..... Address.....
Telephone Telephone
Email: Email:

How do you know them?..... How do you know them?.....

Can we take up these references prior to interview? Yes/No

CRIMINAL RECORD

This post is subject to an enhanced police check. Please give any details of any cautions, convictions or bind overs you have received or proceedings being instituted against you.

.....

DECLARATION

I confirm that the information I have given is correct and complete and that misleading or untruthful statements will result in my dismissal if they become known after my appointment.

Date..... Signed.....



APPLICATION FORM – CONFIDENTIAL

Application no. (for Partners in Advocacy use)

NB: All personal details such as your name, address etc. should be supplied on the previous sheet that is separated from this section of the application form.

QUALIFICATIONS AND TRAINING

Include any relevant short courses as well as formal training.

Date	Qualification/ grade obtained	Subject(s) covered	Awarding body

WORK HISTORY

Please give details of all posts you have held, starting with your current post, and accounting for any gaps in your employment history. Include also any relevant voluntary work.

Dates	Employer's name, address and nature of business	Job title, main responsibilities and major achievements	Final salary and reason for leaving

STATEMENT IN SUPPORT OF APPLICATION

Please explain how you meet the essential criteria for this post, referring to any knowledge, skills and experience or other relevant information. Note that it is not sufficient to simply say for example “I understand the principles of advocacy” or “I am good at communicating with young people”– you must **DEMONSTRATE** by showing you know what they are, and detailing your capabilities and/or any relevant experience you may have had. **RESTRICTED TO 1 PAGE.**

Equal Opportunities Monitoring Form

Post applied for: Part-time Children and Young Person’s Advocacy Worker - Glasgow

This information will be treated in the strictest confidence. It will be used to assist us to evaluate whether we are succeeding in our attempts to create a diverse pool of advocates and other volunteers; information will be aggregated and used anonymously.

Please tick the appropriate response in each of the following sections:

Age

- 16-24 25-34 35-44 45-60 Over 60

Do you have a disability?

- Yes and Registered Yes and not Registered No

Gender

- Male Female

How would you describe your cultural/ethnic origin?

A White

- Scottish
 Other British
 Irish
 Any other White background

B Mixed

- Any mixed background (specify)

C Asian, Asian Scottish or Asian British

- Indian
 Pakistani
 Bangladeshi
 Chinese
 Any other Asian background (specify)

D Black, Black Scottish or Black British

- Caribbean
 African
 Any other Black background (specify)

E Other ethnic background

- Any other background (specify)

Thank you for providing this information