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## Children & Young Person's ASN Advocacy Worker - Glasgow POST B

**Maternity Cover**  
**17.5 hours per week until 31<sup>st</sup> May 2019**

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 11<sup>th</sup> January 2019** emailed to [glasgow@partnersinadvocacy.org.uk](mailto:glasgow@partnersinadvocacy.org.uk) marked **Confidential Glasgow PT Vacancies Post B'** 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](mailto:pauline@partnersinadvocacy.org.uk) marked (Glasgow ASN Maternity Cover).

Yours sincerely

Linda Bailey

Chief Executive Officer

## Children & Young Person's ASN Advocacy Worker - Glasgow City

### JOB DESCRIPTION

**Hours:** 17.5 hours per week

**Salary:** £23,934 (pro-rata for 17.5 hours per week) until 31<sup>st</sup> May 2019. This post is funded by the BIG Lottery

**Responsible to:** Line Manager/ CEO and the board of Trustees

**Based:** Glasgow City

**Job Purpose:** Through short-term, issue-based independent advocacy to ensure that: the views and opinions of children and young people who have additional support needs are heard and respected, that they are empowered and have influence over 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, namely any child or young person with an additional support need 0 - 19 years of age.
2. To comply with the SIAA's Principles and Standards & Code of Practice of independent advocacy; all policies and procedures of Partners in Advocacy, and to maintain PiA's aims & objectives.
3. When necessary to challenge professionals in an appropriate manner, and to present PiA, and independent advocacy, in a positive light
4. To liaise with other agencies and professionals as required, and to participate in relevant networks including meetings to help promote good practice for independent advocacy for children & young people within the remit of this project.
5. To keep all records and undertake all evaluation processes as necessary and to be responsible for organising work and administration tasks effectively
6. To promote awareness of PiA's advocacy services and help generate referrals in Glasgow.
7. To be an active member of PiA's C & YP advocacy network and the Glasgow team, contributing to PiA's overall work and development, attending meetings and working groups as may be required.
8. Willingness and ability to work flexible hours across Glasgow - Monday to Friday - mainly during office hours but some out of hours' work might be required e.g. Saturdays or occasional late evening appointments.

9. 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 children and young people.
2. A sound value base in relation to the rights of children with additional support needs.
3. Previous knowledge or experience of independent advocacy.
4. Knowledge of health and social support systems and practice.
5. 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.
6. Excellent interpersonal skills, including the ability to listen reflectively, to communicate sensitively and appropriately with a variety of individuals.
7. A satisfactory PVG Record Scheme check

### **Desirable Criteria:**

1. Previous experience of working with children/ young people or adults with additional support needs or experiencing mental health problems.
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. A full current, clean driving license and access to a roadworthy vehicle for work use.



**APPLICATION FOR THE POST OF: Children & Young Persons' Advocacy Worker - Glasgow Maternity Cover – Post B**

**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.

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

## **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**