

JOB DESCRIPTION

Job Title	Looked After Children and Child Protection Advocate
Department	Children's
Section or Service	Safeguarding, Review and Participation Service
Grade	Grade E

DESIGNATION:

Responsible to:	Advocacy and Participation Manager
Employees directly supervised (if applicable):	
Family Tree	
<pre> graph TD A[Head of Service - SRQA] --> B[Advocacy and Participation Manager] B --> C[LAC and CP Advocate] B --> D[IV and Peer Mentoring Coordinator] </pre>	

1. JOB PURPOSE:

To provide advocacy to children and young people subject to Child Protection Conferences to enable them to participate and/ or share their views at such meetings and ensure that their views are fully considered within the Child Protection process.

To provide advocacy to Looked After Children and Care Leavers to enable them to participate, share their views and participate in their care and pathway plans effectively.

To improve the services provided to Looked After Children, Care Leavers, and children subject to Child Protection Plans through delivery of an advocacy and participation service. This will include provision of innovative and creative consultation and participation exercises.

You will be employed by the Royal Borough of Kensington and have the potential to work across the Bi-Borough and in collaboration with third sector providers.

2. DESCRIPTION OF DUTIES:

- Undertake advocacy work, in line with Advocacy standards practice guidelines and policies, and relevant legislation. Ensure a high standard of direct service delivery.

- Work with children and young people requiring advocacy within their care, education, treatment settings, and specific procedures.

- **To provide Advocacy for children subject to Child Protection Plan, Looked After Children, and Care Leavers at meetings including conferences, Looked After or Pathway Plan Reviews, Family Group Conferences, and other key decision-making forums.**

- Ensure that children and young people are informed of their rights, understand, and are empowered to access these rights.

- Work to agreed on desired outcomes with the child or young person; presenting information about their options, taking their instructions, and working toward an agreed action plan.

- Produce written or verbal representation to enable the view of the child or young person to be heard, and their view be given due consideration in decision-making about their lives.

- Take responsibility for maintaining records in line with recording guidelines.

- Engage with a network of professionals and agencies working with the relevant child and young person to facilitate the resolution of issues and raise awareness of advocacy.
- To assist with the data collection and reporting by agreement with your manager.
- To contribute to your case supervision with your manager, and take responsibility for your continuing professional development.

To develop and maintain a well-researched advocacy service, ensuring the service is designed to meet the needs of the diverse population including Looked After Children, Care Leavers, and Children subject to Child Protection Plan.

- 1. To provide Advocacy for children subject to Child Protection Plan, Looked After Children, and Care Leavers at meetings including conferences, Looked After or Pathway Plan Reviews, Family Group Conferences and other key decision-making forums.**
- 2. To advocate and provide support for vulnerable children and young people who may wish to make representations and complaints about service provision.**
- 3. To collate compliments and complaints about service provision in order to promote good practice.**
- 4. To promote the Advocacy Service and ensure that children placed at a distance out of borough and those who are hard to engage are able to access the service**
- 5. To ensure confidentiality of information in accordance with the Data Protection Act.**
- 6. To develop and organise creative projects to consult and involve young people in planning services including those who are out of borough and 'hard to reach'**
- 7. Along with the other team members to participate in the organisation, development and facilitation of the Children in Care Council.**
- 8. Develop effective mechanisms for collating the information shared by children and young people and to monitor outcomes from the impact of the service.**

- 9. To maintain up to date knowledge of relevant procedures, practices, policies and the legal framework within which the service operates.**
- 10. To assist with the revision of procedures where necessary to ensure children are consulted with appropriately.**
- 11. To promote effective listening as part of the day-to-day work of social services staff and carers.**
- 12. To communicate with managers and staff at all levels of the Department effectively as an integral part of the role.**
- 13. To develop and present children and young people's customer care programmes and initiatives (provision of information, training & workshops etc.)**
- 14. To develop and maintain effective systems to communicate with children and young people.**
- 15. To ensure that relevant information is provided that enables evidence on outcomes of the service and future service planning.**
- 16. To work flexibly including outside of office hours as required.**
- 17. To undertake other duties of a similar level as may from time to time be requested**

SELECTION CRITERIA/PERSON SPECIFICATION

Job Title:

Looked After Child and Child Protection Advocate

Conditions to Note:

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Values & Behaviours

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours.

A	Equal Opportunities Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.
B	Qualifications: Essential: • Advocacy Qualification • Dip/SW or equivalent suitable qualification or ability to achieve this
C	Knowledge and Experience: Essential: • Experience of working with and engaging children and young people in a professional capacity individually and in groups. • Experience of communicating verbally and in writing with a wide variety of people, including children and young people, professionals, managers and senior managers • Experience project management • Ability to present material to a range of different audiences • Experience of consulting with young people about issues that affect their lives. • Excellent skills in organising and planning while managing a range of projects and services simultaneously.

	• Knowledge and understanding of working with children who are Looked After and children who are subject to Child Protection processes. • Experience of providing Advocacy for children and young people • Ability to provide training to a wide ranging audience • Negotiating skills and an ability to co-ordinate large groups of children, young people and professionals • Ability to maintain an interest in issues pertaining to children and young people and to consider this within practice
--	---

Our Values & Behaviours	
D	PUTTING COMMUNITIES FIRST • We put local people at the heart of decision making in everything we do. • We seek to include and involve: all voices matter. • We provide quality services that are responsive, effective and efficient. The following examples are indicators of effective behaviour: • I actively involve and include the communities that I serve in my work. • I shall reflect the views of the communities in my daily work. • I shall improve the service I provide through seeking feedback from others. Our residents will feel that: • I have been included • I can see how my views have been taken into account • I can see improvements and developments based on my input
E	RESPECT • We listen to everyone and value the personal experiences of people in our communities and of each other. • We adopt a fair, and involving approach regardless of any way in which an individual is different to us. The following examples are indicators of effective behaviour: • I adapt my approach to take account of all differences and cultures in the community and with colleagues. • I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. • I communicate in a way that is respectful, encourages involvement and meets people's needs. Our residents will feel that: • I feel my culture and background are respected. • I have confidence that action is being taken. • I feel I am being treated fairly.
F	INTEGRITY

	• We act with openness, honesty, compassion, responsibility and humility. • We let people know what we are doing and communicate why and how decisions have been made. The following examples are indicators of effective behaviour: • I demonstrate empathy in my interactions with others. • I am honest and transparent about the decisions I take. • I follow through on the actions I say I will take and take ownership for communicating the outcome. Our residents will feel that: • I am told when something is not possible and the reasons why are explained to me. • I feel my perspective is listened to and understood. • I feel my views are valued
G	WORKING TOGETHER • We work together and in partnership with everyone that has an impact on the lives of our residents. • We want to understand, learn from each other and continually adapt. The following examples are indicators of effective behaviour: • I work with others to provide an effective service for residents, local communities and other departments within the Council. • I seek ways to work with other departments to deliver a seamless service and find opportunities to improve. • I seek out opportunities to learn from my colleagues and build on good practice. Our residents will feel that: • I can get my issue resolved without being passed around departments. • I find it easy to access the services that I need. • I feel the Council is open to new ideas.

- Undertake advocacy work, in line with Advocacy standards practice guidelines and policies, and relevant legislation. Ensure a high standard of direct service delivery.
- Work with children and young people requiring advocacy within their care, education, treatment settings, and specific procedures.
- Ensure that children and young people are informed of their rights, understand, and are empowered to access these rights.
- Work to agreed desired outcomes with the child or young person; presenting information about their options, taking their instructions, and working toward an agreed action plan.
- Produce written or verbal representation to enable the view of the child or young person to be heard, and their view be given due consideration in decision-making about their lives.
- Take responsibility for maintaining records in line with recording guidelines.
- Engage with a network of professionals and agencies working with the relevant child and young person to facilitate the resolution of issues and raise awareness of advocacy.
- To assist with the data collection and reporting by agreement with your manager.
- To contribute to your case supervision with your manager, and take responsibility for your continuing professional development.

- Promote and model good practice in upholding the rights of children and young people.
- To take responsibility for sharing key case stories, practice examples, and advocacy outcomes.
- To recognise and challenge all forms of discrimination and prejudice in the workplace.
- To treat everyone with respect, dignity, and fairness and to acknowledge and celebrate diversity.
- To maintain an awareness of your own and others' health and safety and comply with safeguarding procedures.
- To maintain the confidentiality of information; it will be necessary to comply with all requirements related to the Data Protection Act/ General Data Protection Regulations (GDPR).
- Undertake any other reasonable training or tasks requested by the Children's Rights Service Manager or other nominated supervisor.