| **LGBT+ ADVOCACY WORKER** **APPLICATION PACK** |
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September 2021

Dear Applicant,

Thank you for expressing an interest in this role\*. We are looking to recruit an experienced and knowledgeable LGBT+ Young People’s Advocacy Worker in West Sussex. You will join a growing, professional and passionate team who support LGBT+ or exploring children, young people and their families and challenge exclusion, prejudice and discrimination in all areas of their lives.

The Advocacy service is available to LGBT+ or exploring young people ages 11-25 with a West Sussex postcode. This service supports LGBT+ or exploring children and young people to make important decisions about their needs and ensures their wishes and feelings are expressed and acted upon to improve their situation and to help them build a better future. The service is free to use, confidential, non-judgemental, led by the young person and independent from other services and professionals.

The role of the Advocate is to help children and young people to:

* Express their views and concerns
* Explore options and make decisions
* Have their voice heard on issues that are important to them
* Defend and safeguard their rights
* Improve their access to services and information to help them make informed decisions
* Feel more empowered and in control of their life and practice self-advocacy

IT skills are essential as you will be required to record data on relevant management information systems, produce reports and correspondence as required by the West Sussex Project Manager & Advocacy Service Lead. You will be expected to work some evening sessions in person and online each week, alongside additional weekend work as and when required. The role will primarily be based in West Sussex, therefore, access to a vehicle is desirable.

Allsorts has been working hard to be more inclusive and accessible to the diversity of LGBT+ children, young people and their families. We are committed to looking at other areas of inclusion to ensure we are being inclusive to the diversity of need, including those who are in care, with disabilities and from traveller communities.

Allsorts Youth Project is an equal opportunities employer and welcomes applications from all sections of the community. We particularly encourage applications from people from intersectional and minority groups, including those who are PoC, or those with disabilities, and/or are neurodiverse. Applications will be judged according to the criteria of the Job Description and Person Specification as required by our Equality, Diversity & Inclusion and Recruitment Policies. Please make sure you answer the points in the Person Specification on your application form.

If you would like this information in another format, e.g. large print or audio, please email recruitment@allsortsyouth.org.uk.

We look forward to hearing from you and wish you luck with your application.

Yours sincerely,

 

Katie Vincent

Chief Exec

 \*This role is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010 for protected characteristics, in this case, to be a Lesbian, Gay, Bisexual, Trans (LGBT+) worker who will reflect the membership criteria of the target group.

| **ABOUT ALLSORTS** |
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# **ALLSORTS YOUTH PROJECT LISTENS TO, SUPPORTS AND CONNECTS CHILDREN & YOUNG PEOPLE AGED 5-25 WHO ARE LESBIAN, GAY, BISEXUAL, TRANS (LGBT+) OR EXPLORING THEIR SEXUAL ORIENTATION AND/OR GENDER IDENTITY AND THEIR FAMILIES.**

**Values:**

Youth Voice. Inclusion. Equality. Empowerment.

**Vision:**

We want to see a world where LGBT+ or exploring young people are free to thrive.

**Mission Statement:**

To support lesbian, gay, bisexual, trans (LGBT+) and exploring children and young people and challenge exclusion, prejudice and discrimination in all areas of children and young people’s lives.

**Aims of the Project:**

● To support children and young people in Sussex who are LGBT+ or exploring their sexual orientation and/or gender identity.

● To provide empowering volunteering opportunities for LGBT+ or exploring children and young people to run events and awareness-raising campaigns.

● To provide social and cultural activities for LGBT+ or exploring children and young people to support them in developing friendships and having fun.

* To provide support, information, advice and guidance to families of LGBT+ or exploring children and young people.

● To deliver peer-led homophobia, biphobia and transphobia awareness and anti-bullying workshops for young people in schools, colleges and youth organisations.

● To provide LGBT+ Awareness and Inclusion training for professionals and organisations working with young people.

● To provide resources and educational materials relating to LGBT+ or exploring children and young people and promoting their well-being.

| **ALLSORTS TEAM** |
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**Staff Team**

We are a growing team and have a total of 13 team members.



**Volunteer Team**

We currently have approximately 12 Youth Volunteers and 15 Community Volunteers (adult) working across our groups and age ranges in Brighton, Chichester, Horsham, Worthing and online.

**Board of Trustees**

We currently have 8 members on the Management Committee which is led by our Chair, Trudy Ward. For more information about the Trustees, please visit the website.

**How we are working due to COVID-19 restrictions**

The Allsorts team has been working from home since the 17th March 2020 with all staff having undertaken an individual risk assessment and work station assessment, which are reviewed regularly.

All services (groups, one-to-one support, advocacy, training), fundraising and events have been delivered online via Zoom (pro accounts) since early April 2020.

In line with the National Youth Agency guidelines and Government guidance, and with the appropriate PPE & protocols in place, Allsorts is now offering all services both online and offline.

| **PROCEDURE FOR APPLICATION** |
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| **Closing Date**  | Thursday 7th October at 5pm |
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| **Shortlisted Applicants Notified by Email\*** | Monday 11th October |
| **Interviews** | Monday 25th October (Interviews may take place via Zoom) |
| **Start Date** | ASAP |

*\*Please note, you will only be contacted if you are invited for an interview.*

**Assessment Process**:

* Young people’s group interview. This will take 20-30 minutes.
* Formal panel made up of an Allsorts young person, Advocacy Service Lead, Deputy CEO and a Trustee. This will take 30-40 minutes.
* Please note, there may be a break between each part of the assessment process

**Filling Out your Application:**

Applications will be judged according to the criteria of the Job Description and Person Specification as required by our Equality, Diversity & Inclusion and Recruitment Policies. Please make sure you answer the points set out in the Person Specification on your application form, paying attention to essential and desirable criteria and what will be assessed at application or interview stage. All successful applicants are subject to an enhanced DBS & reference checks. Please follow these guidelines with care - application forms may be rejected if they fail to adhere to them.

Should you need any more information or would like to discuss the role, please email recruitment@allsortsyouth.org.uk to arrange a call back.

**Sending us your Application:**

Please fill out the application form and return it to us as an **email attachment** to: recruitment@allsortsyouth.org.uk with **Private & Confidential: Advocacy** in the subject line.

**OR**

Send a paper copy by post marked as **Private & Confidential** to:

Recruitment, Allsorts Youth Project, Young People’s Centre, 69 Ship Street, Brighton, BN1 1AE

| **JOB DESCRIPTION** |
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| **Job Title:** | LGBT+ Advocacy Worker  |
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| **Term:** | Fixed Term contract until 31 March 2022. subject to passing probation. (Potential for follow on funding) |
| **Salary:** | £25, 481 per annum pro rata  |
| **NJC Scale:** | Scale 6, SCP19 |
| **Accountable to:** | West Sussex Project Manager and Advocacy Service Lead |
| **Hours of Work:** | 16 hours a week |
| **Annual Leave:** | 27 days, plus bank holidays pro rata and three additional days at Christmas. Our leave year runs in line with the financial year.  |
| **Pension:** | Allsorts Youth Project is part of Royal London’s pension scheme and contributes 8% towards your pension.  |
| **DBS & References:** | Please note that successful applicants will be subject to an enhanced Disclosure and Barring Service (DBS) check & references. |
| **Training & Development:** | Allsorts Youth Project aspires to be a learning organisation that supports its staff to improve their skills and knowledge. This may be through informal means such as mentoring, work shadowing or more formal training courses. You will be invited to reflect on your own training needs in discussion with your line manager, initially as part of the probation process and then ongoing through regular supervisions and annual appraisal.  |
| **Staff Wellbeing:** | We offer quarterly supervision with line managers as well as physical and mental health & wellbeing support via Bright Wellbeing and Counselling service with access to:* Face-to-face counselling
* Online support, webinars & mini-health check
* Open 24/7, 365
* Confidential advice line
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| **AREAS OF RESPONSIBILITY** |
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| **A** | **Main Areas of Responsibility and Delivery** * To provide casework advocacy for LGBT+ or exploring children and young people aged 11-19.
* Provide general information, particularly for 11-19 year olds, on issues concerning: consent; legal human and civil rights; welfare rights; housing; primary care, urgent care and mental health services.
* To promote self-advocacy, peer advocacy and group advocacy for LGBT+ or exploring children and young people.
* To support Allsorts’ other services.
* Work within the framework of Advocacy Standards and in line with the Advocacy Charter
* Liaise with individual service users to determine their needs for support, guidance, representation and information around issues related to hardship and/ or crisis.
* Support service users in self-advocacy, expressing opinions, concerns and complaints about their well-being, care and treatment.
* Work to agreed case work standards, processes and procedures.
* Ensure service users are aware of their options and support them to make informed decisions about their well-being, treatment and care.
* Manage an advocacy caseload and ensure service users are kept informed and up to date on any work being carried out on their behalf.
* Accompany or represent service users at decision making meetings such as case conferences.
* Assist service users to identify issues of collective concern and to support service users to take these forward.
* Maintain strict confidentiality with regard to information given by and information about service users.
* Provide outreach to minority LGBT+ communities to help ensure the service is accessible & to liaise with statutory and voluntary sector service providers on issues which arise from the work.
* To attend Allsorts youth groups in West Sussex to raise awareness of the advocacy service as needed.
* To develop and deliver a range of informative and engaging self-advocacy workshops to LGBT+ or exploring children and young people.
* To develop and deliver hardship training to stakeholders, partners and professionals.
* Provide information and advice on legal and rights issues to other professionals
* Contribute to service development, quality assurance and staff training on advocacy and related issues.
* Maintain links with service user groups and other bodies as appropriate, to ensure that advocacy development remains centered on service users’ needs.
* Monitor issues of general concern in the delivery and quality of services and contribute to Allsorts’ policy and development role.
* Maintain awareness of youth advocacy, LGBT+ issues and developments on a national basis.
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| **B** | **Performance Management, Monitoring & Evaluation** * To contribute to & distribute to CYP accessing the advocacy service the Allsorts 6-monthly snap-shot survey.
* Keep up to date and accurate records in Charity Log of casework, individual support sessions, information, advice & guidance, and multi-agency meetings.
* Work to agreed case load recording, referral, monitoring and evaluation systems
* Work to agreed organisational case work standards.
* Provide service data, statistics, survey results and case studies for the purpose of funding reports, quarterly highlight reports and social media channels.
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| **C** | **Training & Education** * Promote Allsorts LGBT+ inclusion training and education offers.
* Contribute to our LGBT+ inclusion training and education resources, as and when requested.

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| **D** | **General Responsibilities/Requirements*** Maintain strict confidentiality with regard to information given by, and about, service users.
* Attend line management supervision, team meetings and annual appraisal.
* Attend mandatory safeguarding training and refresher sessions, as well as other relevant staff development/learning sessions, and undertake research & training to fulfil the requirement of the post.
* To liaise with Family Support Worker to provide information and guidance for parents/carers of LGBT+ or exploring children & young people and their wider support networks.
* Keep up-to-date with issues and best practice developments within the LGBT+ community and advocacy work.
* Ensure that a high standard of information and support is available to LGBT+ or exploring children and young people.
* Work to the legal requirements of child protection and safeguarding legislation.
* To liaise with the Allsorts Communications and Fundraising Officer to promote the project through digital & social media platforms, events and resources.
* Network with local & national professional organisations both statutory & voluntary and attend meetings as and when appropriate.
* To liaise with other statutory and voluntary sector support services on referrals and issues arising from joint working.
* Attend relevant events to promote Allsorts Youth Project.
* Commitment to adhere to & implement the policies and procedures of Allsorts Youth Project.
* A commitment to the success, values and ethos of Allsorts Youth Project.
* To work closely as part of a team with Allsorts staff, trustees & volunteers.
* To work on your own initiative, often under pressure, with and, at times, without supervision.
* All staff may be asked to undertake other duties and responsibilities as determined by the management team, on an occasional basis.
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| **PERSON SPECIFICATION** |
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| **ESSENTIAL CRITERIA** |
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| **Experience** | * Experience of working with children and young people ages 11-19.
* Accredited training in advocacy, e.g. National Advocacy Qualification.
* Experience of delivering advocacy caseloads.
* Lived experience as an LGBT+ person.
* Experience of working to Advocacy Quality Performance Mark standards.
* Experience of working within the voluntary & community sector and an understanding of mental health issues.
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| **Skills and Requirements** | * Demonstrable ability to advocate on the behalf of others. i.e. good negotiation and problem solving skills.
* Ability to prioritise and organise own caseload and maintain up-to-date records of work undertaken.
* Proven abilities to engage with vulnerable young people and young people in distress.
* Proven ability to establish and maintain effective relationships with professionals via multi-agency working.
* Written and oral communication is concise and accurate. Ability to prepare and provide written and verbal reports.
* Ability to work flexibly, as part of a team and on your own initiative.
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| **Knowledge/ Qualifications** | * Understanding of and demonstrable commitment to equal opportunities and understanding of diversity within LGBT+ communities
* Understanding of and demonstrable commitment to service user empowerment and service user participation.
* Knowledge and understanding of mental health services, and mental health legislation, in particular, relating to children and young people 11-19.
* Knowledge and understanding of LGBT+ hardship including universal credit, housing and food insecurity.
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| **DESIRABLE CRITERIA** |
|  | * Having worked or volunteered in an LGBT+ setting.
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| **Application for the Post of:****LGBT+ ADVOCACY WORKER**  |
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Please complete this application form in type or black ink. If the space provided in any section of this form is insufficient, please continue on A4 paper. All applications are treated as confidential and in accordance with the principles of equal opportunities.

| **PERSONAL DETAILS** |
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| **First Name** |  |
| **Last Name** |  |
| **Preferred Name** |  |
| **Pronouns** |  |
| **Address** |  |
| **Mobile No.** |  |
| **Email Address** |  |
| **EDUCATION & OTHER QUALIFICATIONS** |
| Please provide details, in chronological order, of academic/vocational/professional qualifications.You may submit a CV for this section. |
| **DATE****FROM** | **DATE TO** | **SCHOOL/COLLEGE/UNIVERSITY** | **SUBJECT** | **GRADES/****QUALIFICATIONS**  |
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| **OTHER TRAINING UNDERTAKEN**Further relevant specialist training, short courses, in-house training etc. You may submit a CV for this section. |
| **COMPLETION DATE** | **DESCRIPTION OF TRAINING/COURSE** |
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| **PRESENT EMPLOYMENT (or most recent)**You may submit a CV for this section |
| **NAME & ADDRESS OF EMPLOYER** | **POST TITLE** | **DATE APPOINTED** | **GRADE/****PRESENT SALARY** | **NOTICE REQUIRED** |
|       |       |       |       |       |
| Please describe your duties and responsibilities (please continue on a separate sheet if necessary) |
| **PREVIOUS EMPLOYMENT (or most recent)** Please start with last post held. You may submit a CV for this section or continue on a separate sheet. |
| **FROM** | **TO** | **NAME AND ADDRESS OF EMPLOYER** | **POSITION HELD/WORK UNDERTAKEN** | **REASON FOR LEAVING** |
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| **EXPERIENCE, SKILLS & KNOWLEDGE RELEVANT TO THE ROLE** |
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| This is your opportunity to tell us about yourself and why you are interested in, and suitable for, this role. The attached **Person Specification** describes the experience, skills and knowledge required to work in this role. If you do not meet all of the essential criteria it is unlikely that you will be shortlisted for an interview. We will be assessing your application directly against each of the points in the Person Specification, so please label each section and point very clearly and demonstrate how you satisfy each point. For example: |
| **Experience** (max 750 words) |
|  |
| **Skills and Requirements** (max 750 words) |
|  |
| **Knowledge/Qualifications** (max 500 words) |
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| **APPLICANTS WITH DISABILITIES**  |
| Allsorts Youth Project is committed to employing people with disabilities. If called for an interview or appointed in post, please state any arrangements we can make to assist you.       |
| **DISCLOSURE OF CRIMINAL RECORD** |
| This post involves direct work with vulnerable adults and/or children and young people between the ages of 11-25. As such it is exempt from the Rehabilitation of Offenders Act (1974) and you are required to declare any criminal conviction, even if it would be defined as spent under the Act. Any offer of employment will be subject to an “Enhanced Disclosure” from the Disclosure and Barring Service (DBS). If you falsely declare that you have no criminal record, this may be taken as a breach of contract and could result in dismissal. If you are offered this post, confirmation will be subject to a check by the DBS. Existence of a criminal record does not specifically debar you from employment. Any information that you provide will be treated as strictly confidential and will be considered only in relation to your application. Please give details of any conviction, caution, bind-over order or pending prosecution or Court proceedings:  |
| **REFERENCES**Please give the name, address, occupation and contact details of two people who can be approached for references. Your referees should not be related to you and would normally include your current and previous employer, or college tutor where applicable.  |
| Name:  Occupation:Address:      Phone:   E-mail:    Relationship to you:       | Name:  Occupation:    Address:      Phone:      E-mail:      Relationship to you:      |

| **DECLARATION** |
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| Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request, the right of access to personal data held about them. I give my consent to Allsorts processing the data supplied in this application form for the purpose of recruitment and selection for the role. The information Allsorts will hold includes my contact details, application form, references, correspondence with or about me and my performance in any interview(s), if offered. Much of the information Allsorts will hold has been provided by me, however I understand that some information may come from other sources, such as referees. I certify that the information given in this application is true and correct. I understand that if any false or misleading information is given or relevant information is deliberately withheld, this may result in the application being disqualified or the appointment being terminated. Due to the sensitive nature of the duties the post holder may be expected to undertake, I also understand that the Declaration will include details of any criminal convictions, cautions, reprimands and final warnings and any other information that may have a bearing on my suitability for the post. I understand too that an Enhanced Disclosure will be sought in the event of a successful application. Signed: Print Name:Dated: |

| **EQUAL OPPORTUNITIES MONITORING FORM** |
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Allsorts Youth Project is committed to the Principle of Equal Opportunities and strives to be an Equal Opportunity Employer. To ensure that we comply with Equal Opportunity Legislation the organisation asks that all applicants complete the details below. This information will be used solely for monitoring purposes and will be treated as confidential; it will be separated from your application upon receipt and before any consideration of candidates takes place. Please complete this application form in type or black ink.

***Completion is entirely voluntary and is not required for consideration for employment.***

| Application for the Post of: |  |
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| Please state where you saw the post advertised: |  |
| Age Range | * 18-25
* 26-40
* 41-65
* 65+
 |
| How would you describe your gender? |  |
| Is your gender different than the sex you were assigned at birth? | * Yes
* No
 |
| How would you describe your sexual orientation? |  |
| If you have a religious belief, please specify: |  |
| Do you consider yourself to have a disability? | * Yes
* No
 |
| How would you describe your ethnic or cultural origin? |
| **Asian** | **Mixed** | **White** |
| * Asian British
* Bangladeshi
* Indian
* Pakistani
* Other
 | * Asian & White
* Black African & White
* Black Caribbean & White
* Other
 | * British
* Irish
* European
* Other
 |
| **Black** | **Chinese or Other Ethnic Group** |
| * Black British
* African
* Caribbean
* Sudanese
 | * Chinese
* Arab
* Jewish
 | * Gypsy
* Traveller
* Other
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