

## Job Description

### **Job Title:** Community Disability Advocate

#### **Introduction:**

The Catholic Fellowship Disability Network (CFDN) is seeking a dedicated individual to join our team as a Community Disability Advocate. This role is pivotal in ensuring that individuals with disabilities and their families receive the necessary support and advocacy within East London and Essex.

The role is new to the charity and will involve the candidate participating in helping shape the future of the role and the services provided to our members.

#### **Summary of Role**

<b>Hours:</b>	21 hours per week over 3 days
<b>Location:</b>	Hybrid (80% visiting members or undertaking activities and 20% clerical and working from home) (Redbridge, Waltham Forrest & Havering)
<b>Salary:</b>	Annual salary pro-rata: £14,359.80   6 months pro-rata: £7,179.90   £13.15 per hour
<b>Employment Period:</b>	6-month project to extend and continue if the project/employee is successful
<b>Probation Period:</b>	
<b>Entitlement:</b>	3 months Holiday entitlement of 16 days pro-rata (annually) + Bank Holidays. Pension (Auto-enrollment), Allowable reasonable expenses ie travel. Training allowance to maintain an up-to-date skillset
<b>Accountable to:</b>	Chief Executive Officer

#### **The Role:**

Community Disability Advocate will support members of the charity in advocating the needs of those with disabilities and their families in accordance with the charity's objectives and that of the Care Act.

The Advocate will visit disabled members and families regularly to ensure their needs are being met whilst signposting them to appropriate services and activities internally and externally. They will take referrals from members, groups and external agencies where pathways have been identified. They will support members in expressing their wishes and feelings, help to identify and solve barriers, empower individuals to make their own decisions, support in understanding their rights, write reports for outside agencies to support members, identify and report Safeguarding concerns, work with charity committees to share members feedback and needs, provide spot check on care facilities to ensure members needs are being met and their wishes are being considered and work with external agencies and organisations including local authorities to build a working relationship.

#### **Personal Qualities:**

The Community Disability Advocate will be deeply committed to promoting inclusion, equality, and diversity, both within CDFN and the broader community. They will have a strong passion for advocating for individuals with disabilities and their families, demonstrating unwavering dedication and enthusiasm for their role. As a part of the CDFN team, they will excel in building meaningful relationships with members, families, colleagues, and external stakeholders to promote the work of the charity whilst keeping the needs of our members at the forefront of everything they do.

Professional and supportive conduct is fundamental to the role of the Community Disability Advocate, and they foster an environment of honesty and transparency in their interactions with members and families.

They will be proactive problem solvers, have a friendly and approachable nature, be great communicators and actively encourage collaborative efforts to advance CFDN's charitable mission.

Please see the Person Specification for a full breakdown of the essential and desirable skills, attitudes and knowledge required for this position.

### **Essential Qualities and Experience:**

1. Strong background in supporting people with disabilities or related fields, with the ability to provide effective support and assistance to individuals with disabilities and their families.
2. Able to research information and people's rights providing the most up-to-date information
3. Stand up and challenge decisions whilst promoting Safeguarding principles
4. Have good English skills (written and verbal) to understand complex policies, procedures and legal requirements within the United Kingdom.
5. A genuine commitment to CFDN's charitable objectives and a strong desire to make a positive impact on the lives of those with disabilities.
6. Upholds the highest standards of integrity, honesty, and ethical conduct, serving as a role model for CFDN's values.
7. Demonstrates the ability to think creatively and contribute to the overall success of CFDN's mission.
8. Have an understanding of the role of an advocate with prior training and knowledge or the ability to undertake training and learn the role.
9. Strong leadership qualities and a collaborative mindset, ensuring the effective support of members and families.

### **Desirable Skills and Attributes:**

1. Familiarity with advocacy regulations and compliance in the context of the UK is advantageous.
2. Have an understanding of, experience in or the ability to learn about the Mental Capacity Act, Deprivation of Liberty Safeguards and the Care Act.
3. Previous experience in advocacy or related roles would be beneficial but not essential as long as the individual can commit to the training required to achieve the standard of learning required.
4. Professional qualifications or experience in healthcare, special educational needs, disabilities or a related field would be a valuable asset.

### **Time Commitment:**

The Community Disability Advocate should be able to commit sufficient time to fulfil their advocacy duties effectively, including meetings, home visits, and support sessions.

The advocate will be required to work over 3-4 days a week meeting the 21 hours as agreed with their line manager. 80% of the working week will be spent with direct members or stakeholder contact to meet the needs of members. 20% will be spent on clerical and administrative tasks. The advocate will work in a hybrid role working on the road and from home.

### **Recruitment Process:**

All team members, including the Community Disability Advocate, must undergo CFDN's recruitment process, including background checks, reference checks, and verification of eligibility to work within the UK. The candidate must clear a Disclosure and Barring Service check including the Adult & Child Barring List.

### **More Information:**

For more information about the role, please contact Daniel Ruscoe (CEO) or visit our website

Email: [dan@cfdn.org.uk](mailto:dan@cfdn.org.uk)

Web: [www.cfdn.org.uk](http://www.cfdn.org.uk)

## Person Specification

### Role Title: Community Disability Advocate

Technical skills, performance and values required	Essential	Desirable
Background in supporting people with disabilities or related fields	✓	
Ability to research and provide up-to-date information on people's rights	✓	
Ability to stand up and challenge decisions while promoting Safeguarding principles	✓	
Strong English skills (written and verbal) to understand complex policies, procedures, and legal requirements within the UK	✓	
Genuine commitment to CFDN's charitable objectives and a desire to make a positive impact on the lives of those with disabilities	✓	
Upholds the highest standards of integrity, honesty, and ethical conduct, serving as a role model for CFDN's values	✓	
Ability to think creatively and contribute to the overall success of CFDN's mission	✓	
Understanding of the role of an advocate with prior training and knowledge or ability to learn	✓	
Have the commitment to develop knowledge by undertake regular training and supporting in educating others about the needs of people with disabilities		
Strong leadership qualities and a collaborative mindset, ensuring effective support of members and families	✓	
Familiarity with advocacy regulations and compliance in the UK		✓
Understanding of or ability to learn about the Mental Capacity Act, Liberty Protection Safeguards (LPS) (formally Deprivation of Liberty Safeguards), and the Care Act		✓
Previous experience in advocacy or related support, SEND or care roles		✓
Professional qualifications or experience in healthcare, special educational needs, disabilities, or related fields		✓
Cultural competence in understanding equality, diversity and inclusion and commitment to always foster inclusivity where people's voices are heard	✓	

Knowledge of local community resources and services for people with disabilities, which can be essential for providing practical support and advice.		✓
Proficiency in alternative communication methods, such as British Sign Language (BSL), Picture Exchange Communication System (PECS), or Makaton, which may be desirable for engaging with a wider range of clients.		✓
Familiarity with various assistive technologies that support individuals with disabilities		✓
Experience in providing peer support or mentoring, which can be beneficial for both advocacy and building community within the organisation.		✓
Safeguarding Certification		✓
Conflict Resolution Skills/Training		✓
Ability to manage own caseload and prioritise tasks	✓	
Ability to positively network and build relationships with others fostering a compassionate community	✓	
Creative problem solving	✓	
Competent computer and digital literacy	✓	
Keep up to date with internal and external training	✓	
Keep up to date with charity policies and procedures	✓	
Have a driving licence and the ability to visit members in their own home	✓	
Attend and help organise events across the charity for members	✓	
Work independently and as part of a multi-disability team	✓	
Write detailed reports and update individual support plans	✓	

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