**Just for Kids Law Trainee Youth Advocate**

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| jfklogo | **Role Description** |
| **Role** | Trainee Youth Advocate |
| **Reporting to:** | Advocacy Manager |
| **Organisation purpose:** | Just for Kids Law exists to work with and for children and young people to hold those with power to account and fight for wider reform.We do this by providing legal representation and advice, direct advocacy and support, and through strategic litigation, campaigning and equipping others to work for children’s rights. |
| **Context:** | The Programme’s Directorate includes Youth Advocacy, Trainee Youth Advocacy, education, employment and training opportunities, engagement and participation and young migrant community organisers. The team works with children and young people mainly aged 10 to 25 in London who face multiple problems and may have complex needs including facing school exclusion, homelessness, immigration issues, involvement in the care system and involvement in the criminal justice system.The Youth Advocacy Team is comprised of four Youth Advocates, and two Trainee Youth Advocates, who provide one-to-one support to approximately 300 children and young people facing a range of issues every year. The Youth Advocacy team is part of our Programmes directorate, alongside Participation Workers and Education Employment and Training workers. The Youth Advocates, working closely with our legal team, provide holistic support for a range of advocacy needs to ensure that the young person’s voice is heard by the professionals supporting them. |
| **Role purpose** | By the end of the eighteen-month training period, you will become a trained and experienced Youth Advocate. The skills you gain will be useful for a range of different careers. |
| **Training** | Trainees will undertake a structured programme of learning through attendance at external training courses, in-house training, coaching, self-directed learning, and observed practice.Training will include:* Principles and practice of advocacy
* Young people’s rights and entitlements in a wide variety of settings including in respect of housing, immigration rights, education and exclusion, court and criminal processes
* Services available to young people including housing, education immigration etc.
* Understanding of challenges young people can experience when interacting with services
* Advanced communication skills (negotiation, persuasion and influencing skills; written communication)
* Equality and diversity
* Safeguarding
* Confidentiality, Data protection (GDPR)
* Note-taking
* Record keeping and organisation skills
* Team working
* JFKL Policies and Procedures
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| **Functions of the role** | **Throughout the training period, the Trainee will learn through their work and training experiences, the following key activities/tasks:** |
| **Working with clients** | Upholding a positive, empowering approach to work with young people, including: * Working respectfully and non-judgementally to engage children and young people who may not be engaging with other services
* Being led by the young person and working at their pace
* Supporting young people to be as independent and self-directed as possible and encouraging participation when appropriate
* Maintaining appropriate, boundaried relationships with young people
* Developing an understanding of and keeping up to date with relevant policy and legislation
* Acting on safeguarding and risk information in line with JfKL policies and procedures.

Providing high quality, one-to-one advocacy support including:* Listening to young people and developing a plan, alongside the young person, to address their individual support needs
* Helping young people to have their wishes and feelings heard and understood
* Negotiating with professionals on behalf of young people, sometimes in difficult and confrontational contexts Giving accurate, accessible, rights-based information to young people and seeking specialist information and advice, including legal support, when needed
* Developing and maintaining a working knowledge of relevant government policies and legislation
* Attending and contributing to regular team meetings
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| **Reporting and evaluation** | Maintaining accurate case records and monitoring and evaluating the service including:* Measuring progress of casework work against young people’s aims
* Providing regular case updates and reports to line manager
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| **Partnership and team working** | Communicating with colleagues working across JfKL and in external organisations including:* Attending and participating in team meetings and other events including fundraising and training days
* Networking and building relationships with external professionals and agencies supporting young people.
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| **Other duties** | Carrying out any other duties which fall reasonably within this role. |
| **Updating this role description**This is a description of the job as it is presently constituted. It is the practice of Just for Kids Law to regularly review role descriptions and to update them. This process will be conducted in consultation with you. It is the aim of the organisation to reach agreement on any changes but if agreement cannot be reached, the organisation reserves the right to insist on such changes to your job description, after consultation with you. |

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| jfklogo | **Person Specification** |
|  | **Essential**(must have in order to carry out the work) | **Desirable**(not essential but preferable) |
| **Knowledge*** Empathy with and some understanding of challenges young people can experience when interacting with public services
* Understanding of what advocacy is and how it can help young people
 | **x** | **x** |
| **Experience*** Experience of working with young people
* Experience of youth work, social work or other relevant work.
 | **x** | **x** |
| **Qualifications and training*** Training relevant to the post i.e. training/courses in negotiation skill, how to advocate on someone’s behalf etc
 |  | **x** |
| **Skills and abilities*** Ability to develop relationships with and relate to a diverse range of young people
* Good verbal and written communication skills
* Ability to plan, record and organise work
* Ability to create effective working relationships
* Resourceful at finding information and able to break down difficult texts so that it is easier for children and young people to understand.
 | **x****x****x****x****x** |  |
| **Qualities*** Respectful of young people
* Energetic, self-motivated, independent and organised individual who is prepared to undertake a structured learning programme
* Works collaboratively within a team
* Resilient, emotionally intelligent individual
 | **x****x****x****x** |  |
| **Other requirements*** Able to meet clients and travel around London
* Prepared to work out of hours occasionally
 | **x** | **x** |

September 2019