



## Advocacy Officer (Internship)

Paid at Oxford Living Wage of £19,836 per annum plus 6% pension contribution

37.5 hours (worked over 5 days per week)

25 days annual leave (plus bank holidays)

Contract: Initially 1 year (with permanent role possible)

Reports to Deputy Charity Coordinator

### Overall Job Purpose

To support the My Life My Choice (MLMC) Power Up staff team to develop, coordinate and deliver all aspects of the project's work which includes training, campaigns, inspections, consultancy and research for peers and professionals. The Advocacy Worker will work on different projects at different times depending on priorities and demand.

Although, the role will involve working on most aspects of Power Up's work the majority of the duties will be in supporting work associated with training, inspections and consultancy.

MLMC's projects were predominantly run on-line during the height of the COVID-19 pandemic. Face-to-face provision is now the norm with some online activities remaining. The main projects are...

- **Travel buddy** – a project whereby adults with learning disabilities are paid to support their peers to travel independently using public transport, bicycle, or on foot
- **Power Up** – a team of paid people with learning disabilities are supported to conduct research, campaigns, inspections, consultancy and training for peers and professionals
- **Gig buddies** - volunteers support people to get out & take part in activities they enjoy. A user-led nightclub and the Computer Buddy project form part of this work
- **16 monthly self-advocacy groups** where members meet their friends, discuss their lives, speak up, and gain new knowledge/skills
- **Champions** who lobby, campaign and act as consultants on local and national committees/forums in order to impact on policy and good practice.



# Job Description

## Main Responsibilities & Tasks of the role

Working under the direction and support of the Deputy Charity Coordinator:

- Supporting people with learning disabilities to carry out their duties at meetings, consultations, inspections, and within research projects
- Work with people with learning disabilities to prepare for and to deliver high quality training courses
- To complete administration tasks such as booking train tickets, ordering taxis, booking venues, updating data bases, and filling forms
- To assist in campaign work which may include such things as film production, taking photographs, and writing blogs and case studies
- To support and encourage independent travel for MLMC members
- To translate written documents into easy read
- Organise the charity's volunteer and paid members with learning disabilities to be in the right place at the right time
- To be the prime person to answer phone calls and the office intercom
- Help with PR and events
- Attending meetings on behalf of the staff team
- Keep accurate records and notes
- To assist the Deputy Charity Coordinator as and when required.

## **Generic**

- To undertake any other duties as may from time to time be required
- As part of the staff team, to support project staff and beneficiaries with the different projects as and when required
- Assure the organisation and its mission, programs and services are consistently presented in a strong, positive way to relevant stakeholders.
- Representing the charity with its members at key forums and meetings
- To observe MLMC's Equal Opportunities Policy
- To observe strict confidentiality with regard to MLMC's records and information
- To be responsible for the safe keeping of MLMC's equipment
- To observe MLMC's Health and Safety Policy
- The role may, at times, involve some weekend and evening work. There may be occasional overnight stays.



# Person Specification

## Experience and skills

### Essential

- Ambitious individual who has a genuine interest in a career in the charity sector
- Graduate (or someone who has completed graduate studies or equivalent)
- Commitment to the practice of empowering people with learning disabilities to have choice and control over their lives
- Organised, reliable and responsible individual with good administration skills
- Competent writer with ability to write succinct, intelligent, creative copy
- Flexible and adaptable to different areas of work at short notice
- A 'can do' positive attitude at all times, every day all day
- Willingness to try new things and to take on extra responsibility
- Willingness to follow instruction, learn and to work to objectives
- Ability to connect and network with a wide range of people through a broad variety of communication methods
- Good IT Skills including MS Excel, PowerPoint and Word. Understanding of and effective working with social media
- Ability to work well under pressure, achieve targets and meet deadlines.

### Desirable

- Experience of voluntary and/or paid third sector work
- Experience of working on projects
- Some knowledge of and/or experience of filming, recording, and/or photography and editing content for website, social media and publicity purposes
- Competent driver with UK driving licence and access to own car.

## Key responsibilities applicable to all staff

### **Training and development**

To undertake training and development activities as agreed with the Charity Coordinator for personal development related to the post, if necessary.

### **Health & Safety**

Ensure that all work is undertaken in accordance with safety legislation rules and regulations. To follow procedures and be aware of matters that relate to the duties of the post.

### **Use of Resources**

Ensure value for money and best use of resources in all activities related to the post.

### **Comply with My Life My Choice's values:**

- All projects are led by people with learning disabilities
- We value and use people's skills and then achieve great things with exciting projects
- We encourage and empower people with learning disabilities to achieve the best they can
- We work with communities in Oxfordshire to get real change for people with learning disabilities
- People with learning disabilities make decisions in the group or community
- We campaign for positive change
- We involve people in activities and roles, so they can further develop their skills and confidence
- We involve people in seeing the way forward and the changes needed to get there
- Our staff are expected to be passionate about, and proud of their role. Team working is fundamental to our standards, by assisting others and taking on additional responsibilities / tasks if necessary. We are also results driven, pro-active, committed and self-motivated to achieving targets, embracing accountability for our own actions.

# This is a summary of the main terms and conditions

**Job Title**                      **Advocacy Worker**

**Location**

This post is based at Watlington House, Watlington Road, Cowley, Oxford, OX4 6NF.

**Salary**

Annual salary is paid at the Oxford Living Wage rate of £19,836 per annum (reviewed in November of each year).

**Hours of work**

You will normally be expected to work 7.5 hours per day, for 5 days a week but alternative arrangements may be negotiated prior to contract offer.

**Benefits**

- **Pension** - You will be enrolled in the MLMC's staff pension scheme and MLMC will contribute equivalent to 6% (statutory requirement is 3%) of your earnings
- **Holidays** - Holiday entitlement for this post is 25 days per annum (plus bank holidays) pro rata; additional leave entitlement after 2, 5, and 10 years' service. Dependent upon performance, staff may receive 2 days special leave over the Christmas period
- **Flexible working, working from home & Time off in Lieu (TOIL)** - There is an ability to work flexible hours, take TOIL and home working is considered where appropriate
- **Employee Assistance Scheme** – Health & wellbeing counselling, information and advice service for employees. Including face-to-face as well as telephone service
- **Life Assurance** – Up to four times annual salary paid upon employee death in service
- **Additional** – Weekly fruit basket, £100 pa towards a health and wellbeing activity, and cycle to work scheme (save up to 40% on cost of new bike)
- **Staff parking** – Free of charge, dedicated parking spaces available although we encourage staff to walk, cycle, and/or use public transport.

# Information for Candidates

## **Interview and Selection**

A panel including members from the MLMC board of trustees will carry out interviews.

## **References**

If offered the position, one of the 2 references must be from your current or most recent employer and the referee should be either your line manager or the personnel department.

## **Disclosure and Barring Service (DBS)**

The post involves working with vulnerable people and My Life My Choice will seek clearance from the Disclosure and Barring Service (DBS) prior to your starting.

## **Probationary Period**

All new appointments are subject to a probationary period of 6 months.

## **Right to work in the UK**

It is an offence to knowingly employ anyone who does not have the right to work in the UK. If, after interview, you are offered this job you will need to prove your right to work in the UK.