


Just for Kids Law – Trainee Youth Advocate

|  | Role Description |
|---|---|
| Role | Trainee Youth Advocate |
| Proficient salary: | £17,000 per annum plus London Travelcard |
| Reporting to: | Youth Advocate/Graduate Supervisor (Advocacy First East Project) |
| Location: | Based in Newham (Barking Road, London E16) with regular travel throughout East London boroughs and other Just for Kids Law offices |
| Role purpose: | Managed and supported by the Youth Advocate/Graduate Supervisor, the Trainee Youth Advocates will: <ul style="list-style-type: none"> • Complete an intensive training and immersion programme covering: Advocacy and Legal Training, plus ongoing Leadership programme • Work in the community advocating for young people who suffer from multiple and complex issues including involvement in the youth justice system, in care, immigration issues, school exclusions or in unsuitable housing. • Take a client led approach to support these young people in difficulty on a range of issues that could include ; accommodation, benefits, social service support; • Advocate on behalf of young people in formal proceedings such Looked After Child reviews, Social Services assessments, school reintegration meetings, governor body meetings, school exclusion hearings and court appearances; • Access and support from our team of in-house lawyers to ensure that any potential legal issues for young people are identified. • Work alongside the Opportunities team to ensure young people are supported to explore education, training and employment opportunities |
| Key accountabilities | Key elements/Tasks |
| Working directly with young people | <ul style="list-style-type: none"> • Signpost and support clients into other services or opportunities and where appropriate and make referrals to relevant professionals and organisations • Give unbiased rights based information to young people in key areas including education, welfare, housing, disability rights, mental and physical health • Attend meetings with other professionals and organisations to ensure the concerns of clients are represented • Maintain clear, and appropriate communication with JfK Law clients and other agencies including written correspondence • Mediate for a young person by making agreed contact with others on their |

| | |
|---|---|
| | <p>behalf</p> <ul style="list-style-type: none"> • Attend meetings with other professionals and organisations to ensure the concerns of clients are represented • Research information and problem solving to support individual cases • Provide support to clients to ensure they are given positive and productive assistance • Research education, employment, trainee programs relevant to each client • Assist young people in CV writing and interview preparation • Be prepared to undertake extensive travel around London • Be prepared to adapt working hours to fit with the availability of the young people potentially including evenings or weekends where appropriate • Be prepared to visit clients in locations other than the office, as appropriate |
| Partnership and creating opportunities | <ul style="list-style-type: none"> • Contribute to identification of opportunities available to young people by developing networks and contacts with a range of organisations and share with colleagues • Commitment to training and development throughout the year |
| Reporting and evaluation | <ul style="list-style-type: none"> • Provide regular case updates to line manager and manage cases in line with JfKL quality standards • Attend and participate in meetings with other frontline staff to share knowledge and skills • Maintain accurate case records and contribute to the evaluation of the Advocacy First project. |
| Team working | <ul style="list-style-type: none"> • Attend and participate in team meetings and other events including fundraising and training days • Maintain effective liaison with colleagues working across JfK Law. • Attend opportunities for continued learning provided by JfK Law |
| General | <ul style="list-style-type: none"> • Working with young people is often unpredictable and the role of Trainee Youth Advocate needs to be prepared to undertake any other duties as may be reasonably required within the scope of the role |



Person Specification

| | |
|------------------------------------|--|
| Knowledge | <ul style="list-style-type: none"> • Understanding of the principles and practice of advocacy. • Some knowledge of young people’s rights and responsibilities and entitlements and be able to effectively champion them |
| Skills and abilities | <ul style="list-style-type: none"> • Excellent verbal communication and negotiation skills • Commitment to develop a person-centred holistic style to advice, advocacy, interviews and casework • Good written, verbal and communication skills • Ability to advocate on behalf of others • Ability to plan, record and organise work to clear targets • Ability to create effective links with professionals in all relevant sectors • Ability to represent JfK Law and the project at meetings. |
| Experience | <ul style="list-style-type: none"> • Desirable – some experience of providing information and advice, advocacy or legal assistance to young people. • Desirable but not essential to have youth work or social work background. • Experience in using Microsoft Office, email and the internet. |
| Qualifications and training | <ul style="list-style-type: none"> • Essential – Undergraduate Degree • Desirable – some training relevant to the post i.e. training/courses in negotiation skills. How to advocate on someone’s behalf etc. |
| Qualities | <ul style="list-style-type: none"> • Resilient and enjoys a challenge • Respect young people and champion effectively for their rights • Energetic, self motivated and organised individual who is prepared to throw themselves into and invest in this exciting new project • Creative and enthusiastic thinker that is prepared to look for solutions and opportunities that will enhance the prospects and opportunities for young people • Enthusiastic about working with young people from diverse backgrounds, a commitment to social justice • A good communicator. Can communicate well with young people and with professionals and colleagues |
| Physical requirements | <ul style="list-style-type: none"> • Able to travel around London to visit clients and other jfKL offices |
| Equality and Diversity | <ul style="list-style-type: none"> • Commitment to incorporating Equality and Diversity principles in all aspects of work. |
| Other requirements | <ul style="list-style-type: none"> • A willingness to work occasional evenings and weekends. |