



### **Role Description**

The role of an Advocacy Coach is to support clients to develop the skills and confidence to self-advocate either for a one-off event or as part of the client's personal progression. Advocacy Coaches deliver Self-Advocacy Workshops and provide peer advocacy groups and 1:1 advocacy coaching to clients. This ensures that clients have greater choice and control over their lives, both now and in the future.

Advocacy Coaches also support professionals to understand how to support those they work with to self-advocate by delivering bespoke workshops. Advocacy Coaches ensure outcomes and impact data of self-advocacy coaching and programmes captured, monitored, and used to develop services and adapt the Self-Advocacy Toolkit accordingly.

**Responsible to:** 

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**Supervising Advocate**

**Location:** **Bristol, Isle of Wight, Somerset and South Gloucestershire**

**This post is subject to satisfactory application, interview, references and DBS.**

### **Main Duties and Responsibilities**

- Provide 1:1 self-advocacy coaching to clients.
- Co-deliver self-advocacy workshops for clients.
- Co-deliver bespoke advocacy awareness and self-advocacy workshops for other professionals working with vulnerable clients.
- Obtain feedback and evaluation of all courses provided via an online and paper survey.
- Support the collation of all feedback data into a report.
- Attend meetings to promote the self-advocacy workshops and explain their importance for client empowerment.
- Use the SWAN Training Matrix to ensure accurate collection of data and recording of workshop delivery.
- Use Cygnet database to record all travel time, and associated activities within the role as an Advocate Coach.

### **Equality and Diversity Statement**

The Volunteer must always, carry out his/her responsibilities with due regard to SWAN's policies and procedures in particular; Health & Safety, Financial Authorisation, Confidentiality with regard to the Data Protection Act 2018 and all other relevant regulations.

**Equality, diversity and inclusion are core to our values. In the selection of our staff and volunteers, we are committed to equality with regards to protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We welcome applications from disabled people.** The Volunteer must ensure a positive commitment towards equality by treating others fairly and not committing any form of direct or indirect discrimination, victimisation, or harassment of any description and to promote positive working relations amongst employees, volunteers, suppliers and customers.

### **Organisational/Personal Responsibilities**

- Complete a 6-month Induction including mandatory training required to undertake the role.
- After gaining an appropriate level of experience, to participate in relevant on-going training to keep up to date with services, procedures, guidelines, and legislation that affect the organisation and the clients who need the services.
- To take individual responsibility to alert the organisation to health and safety matters, and general organisational needs and issues.
- To attend regular team meetings/ briefings.
- To attend 6-8 weekly supervision as outlined in the Volunteer Policy.

### **Skills and Attributes**

- Positive attitude towards vulnerable clients who may have a variety of complex needs.
- Knowledge and understanding of the Care Act 2014, Mental Capacity Act 2005 and Mental Health Act 1983 is desirable but training will be provided.
- Excellent communication skills, both verbal and written.
- Experience of delivering training or workshops to groups.
- Experience of record keeping and report writing.
- Knowledge and understanding of Safeguarding.
- IT literate.

### **Benefits of Volunteering with SWAN**

- The opportunity to develop new and existing skills and gain experience volunteering in a charity.
- The opportunity to meet new people.
- The opportunity to build a Personal Development Portfolio.
- The satisfaction of knowing you are making a vital difference to the work of SWAN.
- The satisfaction of empowering clients to find their own voice and tell others what they want or need.
- Being part of an organisation, which has strong values and provides help and support to those most marginalised in society.
- The opportunity to see clients' progress.
- To be part of the education of other services in self-advocacy promotion.

- Training and support through a thorough Induction and on-going support, advice, and guidance
- Full training and ongoing access to keep knowledge and skills up to date.
- Out of pocket expenses reimbursed.