

Job Description

Position Title: Advocacy and Outreach Worker

Hours of work	36 hours (full time)
Starting Salary	£26,500.00
Benefits	28 days annual leave pro rata, plus bank holidays 24/7 emotional and practical support and external clinical supervision A generous individual training budget to support your ongoing professional development
Contract type	Permanent Contract
Accountable to	Advocacy and Outreach Manager
Location	Based in our Aylesbury office with occasional travel to our Milton Keynes office and home working

Purpose:

The postholder will be responsible for delivering advocacy support to survivors of domestic and sexual violence in Buckinghamshire understand and address the needs of survivors who face particular barriers when seeking help, including those from marginalised groups. This role has a particular focus on increasing engagement with males and those from the LGBT+ community. In addition, the postholder will maintain and develop partnerships with statutory, voluntary and community groups across Buckinghamshire to promote the services that are offered and foster holistic joint working approaches.

This post will be subject to an enhanced DBS check. We strive to build a team that reflects the diversity of the community we work in and encourage applications from traditionally underrepresented groups such as people from Black, Asian and minority ethnic backgrounds, disabled people, and LGBTQI+ people. If we can make this easier through accommodation in the recruitment process, please do get in touch by phone (01296 392468) or email (recruitment@saassbmk.org.uk).

Service Background:

Sexual Assault and Abuse Support Service Buckinghamshire and Milton Keynes (SAASSBMK) provides support to anyone over the age of 16, regardless of gender, religion, ethnicity, sexuality or socio-economic background, who has experienced sexual violence.

We have provided an advocacy service since 2022 to survivors of all genders over the age of 16 across Buckinghamshire and Milton Keynes. We have recently received additional support from Buckinghamshire Council's New Burdens

Funding Scheme to expand our current work in this area, and to offer bespoke support to male and LGBT+ survivors in Buckinghamshire.

Main responsibilities:

Advocacy

- To advocate on behalf of survivors with other professionals to help them access services, including sexual health services, mental and physical health services, employment, housing, debt and immigration services.
- To help advocacy service users to understand their longer-term support options, both internally and externally, ensuring smooth entry to SAASSBMK services or appropriate external signposting or referring.
- To provide non-therapeutic emotional support to Advocacy service users, in line with a feminist empowerment model.
- To recognise, respect and address the needs of survivors who face particular barriers when seeking help, including those from marginalised groups.
- To ensure all service user records and other documentation is up-to-date, accurate and kept confidential in line with SAASSBMK policies and procedures and GDPR requirements.
- To take immediate safeguarding action where necessary, and alert line manager or Designated Safeguarding Lead to emerging or potential issues that do not require immediate action.

Outreach

- To identify and connect with relevant local statutory, voluntary and community groups to foster effective working relationships and referral pathways.
- To develop a programme of community engagement events to raise awareness of domestic and sexual violence, specifically within male and LGBT+ communities, and to raise the profile of SAASSBMK and its services.
- To research and produce a directory of relevant support organisations that can be used to refer or signpost service users to.
- To have oversight of marketing information including our website, social media and printed materials, ensuring information is up to date and readily available to our supporters, service users and other third parties.
- To develop specific marketing materials and campaigns for marginalised communities.
- To raise awareness of SAASSBMK's services by contributing to the organisation's marketing and profile-raising activities including attendance at information events and conferences.

Wider Team Support

- To work closely with the Advocacy and Outreach team to ensure all survivors are receiving a prompt and high-quality service.
- To attend regular case management to communicate information regarding cases and in particular share information around risk or safeguarding concerns.
- To report any problems/difficulties/complaints immediately to the line manager and participate in follow up investigations as required.
- To assist in the production of monitoring and evaluation reports in line with funder and other key stakeholder requirements.
- To proactively seek feedback from service users in line with SAASSBMK's monitoring and evaluation procedures, and to ensure feedback from survivors develops the service.

General Responsibilities

- Monitor, maintain, plan, and prioritise own workload.
- Attend regular line management, clinical supervision, training and team meetings and events as required.
- Maintain and improve competencies through continuous professional development.
- Abide by all organisational policies, codes of conduct and practices.
- Actively support and promote inclusion, diversity, and equality of opportunity in the workplace.
- Treat confidentially any personal, private, or sensitive information about service delivery, individual organisations, service users and staff, in line with SAASSBMK's policies.
- Carry out occasional evening and/or weekend work as required
- Carry out duties as may arise, develop, or be assigned in line with the broad remit of the position to contribute to the smooth functioning of the organisation.



Person Specification

Specification	Essential	Desirable
Knowledge		
An excellent understanding of the needs of people affected by domestic abuse and sexual violence	X	
An excellent understanding of the barriers marginalised groups experience in accessing support	X	
An excellent understanding of men and LGBT+ identifying people and the factors affecting their lives.	X	
Knowledge of adult and children safeguarding protection, procedures and legislation	X	
A good understanding of data protection and confidential working practices.	X	
Experience		
Experience of working with people facing multiple and complex challenges, including risk assessment and supporting people in emotional distress	X	
Experience of maintaining clear boundaries	X	
Experience of networking or developing external relationships	X	
Experience of developing marketing materials, including printed and digital materials		X
Experience of providing professional support to men and/or LGBT+ people.		X
Skills		
Excellent prioritisation, planning and managing own workload	X	
Strong IT skills, including the ability to use Word, Excel, PowerPoint and databases	X	
Excellent team working skills and ability to build positive relationships with colleagues and partner agencies	X	
Good verbal and written communication	X	
Full and clean driving licence and ability to travel across Buckinghamshire	X	
Personal Qualities		
Kind, compassionate and non-judgemental	X	
Committed to working within the ethos of SAASS BMK's core values, including the commitment to equality, diversity and inclusion	X	
A positive and creative approach to tackling tasks and problems	X	
Commitment to professional development and willingness to undertake training required for the role	X	