



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Child and Family Advocate
Job Reference	713302
Service	Participation Team
Team	Safeguarding and Quality Assurance
Location	Shute End, Wokingham
Reports to	Participation Manager
Responsible for	N/A
Grade	7
Contract Type	Permanent
Hours	Full Time. Flexible working required.

Main Accountabilities	
1.	Provide an advocacy service to children, young people and their families in receipt of children's services using a range of tools to understand their views. This includes children subject to child in need and child protection planning, children with special educational needs or disabilities, children in care, and young people who are care experienced.
2.	Collaborate with social workers, IROs and a range of professionals to maximise uptake of advocacy and facilitate the resolution of issues. Raise awareness of advocacy ensuring children and young people have a voice and influence decisions made about them.
3.	Ensure that children and young people are informed of and understand their rights and are empowered to speak out and access these rights.
4.	Support children and young people through the complaints process where necessary.
5.	Contribute to the development and delivery of training, workshops and other learning opportunities relating to advocacy. Contribute to service improvements and approaches that will better address the needs of children and young people.
6.	Maintain accurate records of outcomes and contribute to delivery of quarterly reports





Person Specification	Essential	Desirable
Education/Qualifications	NVQ level 3 in a relevant subject or equivalent professional experience.	Experience of advocating for children and young people in a professional setting.
	Y Commitment to further professional development.	
Experience	Y Experience of working with children and young people especially those who have additional needs, who have experienced involvement with children's services and who have diverse backgrounds. Direct experience of creating inclusive environments and working with children and young people who have difficulties building trust and needs extra support to express themselves.	Experience of advocating for children and young people in children's services. Experience in roles that involve facilitating child voice such as community work or youth work. Lived experience of receiving services as an adult or a child.
Skills/Knowledge	Y Ability to communicate effectively and build trusting relationships with children, young people and families. Ability to work 1-2-1 with children, young people and families and adapt approach to meet the needs of all people including those with special educational needs and disabilities Good verbal and written communication skills Understanding and respect for diversity Good organisation skills including managing diary and workload in a flexible way. Knowledge of legislation and guidance relating to children's rights and advocacy. Familiar with policies and best practice that promotes advocacy. Able to hold boundaries and make decisions in collaboration with other professionals.	Skills in evaluating the impact of advocacy and making data informed decisions. Experience of communicating with leaders and decision makers to ensure all colleagues are hearing the voice of children, young people and families.
Behaviours/Attributes	Y	





	Ability to work with children, young people and families in challenging circumstances in a trauma informed way. Understanding of diversity and inclusion, ensuring that perspectives of children, young people and families from different backgrounds are included and valued. Ability to reflect and adapt practice to meet the needs of children, young people and families	
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Purpose Details		
Service Purpose	Deliver on Wokingham's commitment to listening to children, young people and families, making sure they are at the centre of services delivered to them. Our Core Values Inclusion <i>"Everyone feels included and knows that their voice matters."</i> Influence <i>"Children, young people and families help shape what services look like. Services develop to reflect real needs."</i> Growth and Empowerment <i>"Children, young people and families develop skills, confidence and feel empowered."</i> Trust and Respect <i>"We build trust and friendships, collaborating for shared outcomes."</i>	
Role Purpose	To champion the rights and voices of children and young people, ensuring their views, wishes, and feelings are heard, respected, and influence decisions about the services and support they receive. To raise the profile of advocacy and provide support to other professionals who advocate for children and young people.	

Supervision and Relationships	
Supervision Received	Formal supervision provided Monthly by the participation manager
Supervision Given	None
Contacts	Schools, virtual school, social workers, participation officer, young experts, other children's services staff.

Resources/Budget Management
None





Special Requirements

Ability to travel to a variety of locations in Wokingham Borough

Ability to work flexibly outside of office hours

Enhanced DBS check required

Occupational Health Risk Assessment

Details

Skin/Respiratory Sensitisers

N

Working at Height

N

Exposure to Noise (>80-85dB)

N

Confined Spaces

N

Frequent Display Screen Equipment Use

N

Driving for Work

Y

Hand Arm Vibration

N

Lone Working

N

Healthcare/Social Contact with Patients

N

Blood Borne Viruses Exposure

N

Food Handling

N

Working with Animals

N

Specialised Medical Screening

N

Night Working

N

Safety Critical Work

N

Nature of the Role

Details

Healthcare or Hospital Work

N

Working with Children (under 18)

Y

Working with Elderly/Vulnerable Adults

N

Work Environment Details

Shute End, home working
and community work at
youth centre





WOKINGHAM
BOROUGH COUNCIL

Role Involvement		Details
Working with Children		Y
Working with Vulnerable Adults		N
Both of the Above		N
Providing Care/Supervision for Children		Y
Providing Care/Supervision for Vulnerable Adults		N
Both of the Above		N
None of the Above		Y

Disclosure and Barring Service (DBS)		Details
DBS Requirement	Enhanced DBS required	
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)	

Re-checks	
3 yearly	

Evaluation Declaration	
Date of Evaluation:	September 2025
Evaluated by:	HR Team

