

VOYPIC

VOICE OF
YOUNG PEOPLE
IN CARE

Participation and Advocacy Workers x 2 posts

Full Time Post 1 : 37.5 hours

Part Time Post 2: 18.75 hours

Recruitment Pack

May 2024



Table of Contents

1 Welcome to VOYPIC.....	3
2 Background to VOYPIC.....	4
Who we are.....	4
What we do.....	4
Our values.....	6
3 Job Description.....	7
4 Person Specification.....	8
5 Recruitment Process.....	12
6 Privacy Notice for applicants.....	14





Welcome to VOYPIC

Dear Applicant,

VOYPIC is seeking to employ Participation and Advocacy Workers to help facilitate a broad range of participative group work programmes and engagement opportunities with children in care and young people leaving care.

The successful candidate will; have a key role in reaching out to children and young people living and leaving care; have a good understanding of issues facing children in care, decision making processes in the care system; and a passion for ensuring children's views are heard and acted upon in and leaving care; have a good understanding of issues facing children in care, decision making processes in the care system; and a passion for ensuring children's views are heard and acted upon.

We are seeking highly motivated individuals who will go the extra mile. Strong communication and negotiation skills are required, as is experience of working with children and young people on an individual and group basis.

We welcome applications from adults with a care experience. Applications are also encouraged from males who are currently under-represented in the workplace. We are an equal opportunities employer and all appointments will be on the basis of merit.

The closing date for applications is Sunday 19th May at 11 pm.
Late applications will not be considered.

Candidates will be required to cover the **Southern Trust Area**.

Viable Corporate Services, will be leading the recruitment process. If you have any questions on the applications process, please in the first instance contact the Senior HR Advisor at seniorhradvisor@viablecs.org.

Yours sincerely,

Alicia Toal
Chief Executive



Background to VOYPIC

Who we are:

Voice of Young People In Care (VOYPIC) was created in 1993 by a group of children and young people in care and practitioners. We provide help support and advice to children, young people and care leavers up to the age of 30. In 2022-23 we supported 544 children and young people.

What we do:

VOYPIC is an independent children's charity that promotes the rights and voice of children in care and young people leaving care. We work together with children and young adults for a better care experience and life after care. We provide services from our four locations in Belfast, Derry/Londonderry, Ballymena, and Lurgan.

Our Vision:

We want every child in care in Northern Ireland to feel safe, valued and loved. We want every young person leaving care to do so with dignity and respect and thrive into adulthood.





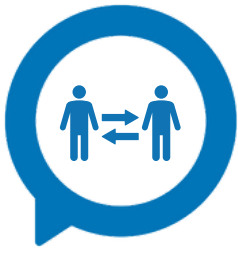
Background to VOYPIC

Our Work:

- **Advocacy and Awareness-raising:** We raise awareness of the rights of children and young people, their views and experiences of living in and leaving care, and their priorities for change.
- **Making Connections and Capacity Building:** We connect young people with a lived experience of care with their peers. We host regular groups, participation forums and activities that build self-confidence, personal, social and life skills, whilst making new connections and friends.
- **Independent Advocacy and Advice Service:** We support young people to exercise their rights by providing assistance to: voice concerns, access information, resolve issues or to identify available support options.
- **Youth Participation and Coproduction:** We help children and young people to find their voice and set their own agenda for change! We create a culture of listening that enables children and young people to influence the world around them. Our programmes equip and prepare young people to take part in co-production activities.
- **Influencing Change through Policy Advocacy:** We use our specialist knowledge and insight into the views and experiences of children, young people, we work in partnership with them to influence the development of legislation, policy and practice.



Our Values



Relationship Based



Commitment



Social Justice



Respect for Rights



Solution Focused

- **Relationship Based**

We are driven by the needs and aspirations of children and young people.

We listen, learn, and work in partnership with them to ensure their voice is heard. We are dedicated to empowering young people so that they reach their potential in whatever they choose to do.

- **Commitment**

We are committed, passionate and enthusiastic champions for change.

We are persistent and determined in promoting the voice and defending the rights of children and young people in and leaving care.

- **Social Justice**

We work to a strong moral code rooted in the ideals of social justice. We challenge the oppression and discrimination faced by children and young people in care and seek to reduce the stigma they face in their daily lives.

- **Respect for Rights**

We respect the rights of children and young people and are prepared to challenge others to do the same.

- **Solution Focused**

We are positive about the future. We are proud of what we do and what we have achieved.

We face problems with a solution-oriented mentality and we encourage our staff, stakeholders and young people themselves to be problem solvers.



The Job Description

Job Title: Participation and Advocacy Worker (2 posts)
Location: Southern Trust Area

Full Time Salary Post 1 : £29,777 - £33,024 (37.5 hours) NJC points 19-24
Part Time Salary Post 2: £14,889- £16,512 (18.75 hours) NJC points 19-24

Fixed Term: Permanent subject to funding
Reporting to: Area Manager

Job Role:

Working in VOYPIC, you will have a lead role in reaching out to children and young people living in and leaving care. You will have a good understanding of issues faced by young people and assist them to participate fully in the decision-making processes governing their lives. Participation and Advocacy Workers also support young people to come together, share their experiences, and identify their priorities for positive change.

Main Duties:

- Provide professional advocacy support to children and young people in a range of settings, and promote and facilitate their participation in decision-making processes.
- To facilitate group advocacy to children and young people in a range of care and after-care settings.
- Assist and empower children and young people to develop their personal advocacy skills, which will enable them to represent their views to key people in their lives.
- Assist children and young people to share their views and experiences of care and engage with decision-makers.
- Facilitate positive group work activities that promote and engage children and young people.
- To build children and young people's capacity to engage in strategic decision making processes e.g. VOYPIC's Board, HSCT participative structures, consultations etc.
- To work in partnership with social care professionals, carers, families and others to promote best practice in respect of children's rights.
- To provide a variety of supports to children and young people in care or who have care experience, through participative practice, advocacy and other appropriate forms of interventions.
- To promote children's welfare and their rights within the UN Convention on the Rights of the Child, the Children (NI) Order and all other appropriate guidance and legislation.



The Job Description

- To act in accordance with relevant policies, procedures within VOYPIC, particularly safeguarding procedures.
- To keep up to date with new policy and legislation that impacts on children and young people in care and take on an 'expert' role in promoting the rights of children and young people in care and leaving care with other professionals within social care.
- To provide children and young people in care and leaving care with relevant user-friendly information about their rights and entitlements and support them in interpreting and understanding information so that they can make well-informed decisions.
- To work evenings and occasional weekends as necessary. To undertake responsibility for any other project or area of work as directed by the line managers.
- To represent VOYPIC by attending meetings, training and other forums as required.

CORPORATE RESPONSIBILITIES

- To support and supervise volunteers as required.
- To keep good financial records and management of petty cash as required

The key responsibilities above give a broad outline of the functions of the post. However, these duties must be approached in a flexible manner. The post holder will be expected to adapt to changing circumstances and undertake other duties appropriate to the grade of the post as allocated by your line manager. The outline of responsibilities may change from time to time.



Person Specification

It is essential that in your written application you give evidence or examples of your proven experience in each of the essential short-listing Criteria.

Qualifications and Experience

- A Diploma/Degree in Social Work / Youth & Community Work/Psychology or a related discipline
- 2 years' paid experience working directly with vulnerable children and young people individually and in a group setting.
- Hold a full driving licence with access to a car.
- Experience of engaging and advocating with and for vulnerable children and young people using participative practice or a strength-based approach.

Knowledge

- A solid understanding of the issues that impact on children and young people in care or with care experience.
- A solid understanding of children's rights in line with the UN Convention on the rights of the child.
- Knowledge of legislation, statutory regulations and Government guidance relevant to young people looked after and leaving care.

Skills and Abilities

- An ability and commitment to engage and communicate with children and young people in care, or leaving care and support them to voice their views, wishes and feelings
- Ability to strongly advocate and influence, on issues related to children and young people in care and leaving care.
- A capacity to communicate in a professional manner with key stakeholders at all levels, to challenge practice and negotiate positive outcomes for children and young people in care and leaving care.
- Promotes respect for all people, ability to recognise differing needs and expectations and challenge all oppressive practice.

“We are keen to increase the diversity of perspectives and experience in our staff team and welcome applications from people with experience of care, those with a Disability, from Black, Asian, Minority Ethnic backgrounds and LGBTQ communities”



Conditions of Service

POSITION: Participation and Advocacy Workers x 2 posts

LOCATION: Southern Trust Area

Full Time Salary Post 1 : £29,777 - £33,024 (37.5 hours) NJC points 19-24

Part Time Salary Post 2: £14,889- £16,512 (18.75 hours) NJC points 19-24

RESPONSIBLE TO: Area Manager

TERM: Permanent, subject to funding

LEAVE: 25 days plus statutory

PROBATIONARY PERIOD: 6 Months

Travel Expenses

Responsibility is on the employee to ensure that when using the car in the course of business, that proper insurance cover is acquired, and that the car is maintained in a roadworthy condition. A mileage allowance will be payable by VOYPIC towards expenses.

Pension

VOYPIC has a workplace pension scheme. VOYPIC makes a contribution of 6% and employees are expected to contribute 3%. This is the only scheme that VOYPIC will make pension contributions to.

TOIL

There is no entitlement to overtime payment. However, you are entitled to receive time off in lieu for hours worked in excess of your normal working week.

Equal Opportunities Policy

VOYPIC is an equal opportunity employer. The aim of its policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of nationality, race, ethnic origin, gender, marital status, sexual orientation, disability, religious belief or political opinion, nor should they be disadvantaged by conditions or requirements which are neither justified nor relevant to the job.

It is the responsibility of all staff to ensure a harmonious working environment in which the dignity of all employees and services users is respected.



Reward Statement

Financial

Sector Competitive Salaries
 Employer Pension Contributions
 6%
 Annual Increments to top of scale
 NJC – cost of living increases
 Business Expenses
 Enhanced maternity, paternity and
 Adoption Pay
 Enhanced sick pay

Work Life Balance

Standard 37.5 hour week
 Up to 25 days paid leave
 Time off in Lieu (TOIL) in
 compensation for additional
 hours worked
 Flexible Working
 Family Friendly Policies
 Other leave such as
 compassionate leave

Training

Induction training
 In- house training
 On the job learning
 Learning and development plans
 Regular supervision
 Continuing Professional Development
 Strategy & team building days
 Study leave
 Coaching and mentoring
 Annual Performance Review

Wellbeing

Investors in People Accredited
 Occupational Health Service
 Health Plan which includes access
 to an Independent counselling
 service
 Return to work interviews
 Free tea/coffee/milk/water
 fountains
 Clear policies and procedures



The Recruitment Process

How to apply

Applications will only be accepted on the official application form. Applications can be reviewed and downloaded through the following link:

<https://hr.breathehr.com/v/participation-and-advocacy-worker-35455>

Attached CV's will not be considered, either in lieu of the application form or in conjunction with it.

It is the responsibility of the applicant to ensure that they complete both the:

1. Application form
2. Equal Opportunities Monitoring form.

Upon completion, applicants should upload both documents to the following link:

<https://hr.breathehr.com/v/participation-and-advocacy-worker-35455>

The closing date for applications is **Sunday 19th May at 11pm.**

Applications received after this time and date will not be accepted.

Privacy Notice for Applicants

1. Introduction

VOYPIC is a “data controller”. This means that we are required under data protection legislation to notify you of how we will collect and process your personal data relating to job applicants as part of our recruitment process. This notice will explain how we collect your personal data, its use, storage, transfer and security. We will also explain what rights you have in relation to how we process your personal data. It is important that you read this notice, together with any other privacy notice we may provide during your employment, so that you are aware of how and why we are processing your personal data. We may update this notice at any time.

2. Data Controller obligations

We are required by law to ensure that when processing any of your personal data that it is:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept in a form which permits you to be identified for only as long as necessary for the purposes we have told you about.
- Kept securely.

3. Information we collect about you

- Your name, salutation, addresses, contact numbers, and personal email addresses.
- Date of birth.
- Gender and religious background.
- Identification documentation -Copy of driving licence, passport etc
- Documentation relating to your right to work in the UK
- Copies of right to work documentation
- References and other information included in or cover letter or as part of the application process.
- Records of your previous employment (including job titles, work history, working hours, training records and professional memberships and salary details)
- Information from interviews you may have

4. Collection of Data

- We may collect this information in a variety of ways. For example, data might be contained in application forms (including when these are sent to us as part of speculative applications or queries), obtained from your passport or other identity documents, or collected through interviews or other methods of assessment or an employment agency.
- We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer has been made to you.
- Personal Data is kept in personnel files or within VOYPIC HR and IT systems.

5. Usage of your personal data

- We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:
- To process your application and to help us decide whether to make an offer of employment to you.
- Where we need to comply with a legal obligation.
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests

6. Purpose for using your personal data

We may process your data for the following purposes:

- Making a decision about your recruitment or appointment.
- AccessNI checks.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- To prevent and detect fraud.
- Equality and diversity monitoring.

How we process “special categories” of more sensitive personal information

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Trade union membership (only where you have mentioned this in your application e.g. where you list being a union representative in “positions of responsibility”).
- Information about your health, including any medical condition, health and sickness including pre-employment screening.

Information about criminal convictions and offences.

- We only collect criminal conviction data where it is appropriate given the nature and where the law permits us. This data will usually be collected at the recruitment stage, however, may be also collected during employment should you be successful in obtaining employment.
- These “special categories” of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. Our data protection policy contains details of the safeguards which we are required by law to maintain when processing such data.
- We may process special categories of personal information in the following circumstances:
- Where we need to carry out our legal obligations or exercise rights in connection your application. For example, we will use information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits

If you do not provide your data to us

- One of the reasons for processing your data is to allow us to carry out an effective recruitment process. Whilst, you are under no obligation to provide us with your data, we may not be able to process, or continue with your application

7. New purpose for using personal data?

- We will only use your personal data for the stated purposes, unless we consider that there is a need to use it for another reason and that reason is compatible with the original purpose. However, if we consider that it is necessary and reasonable to use your personal data for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.
- There may be circumstances where we have to process your personal data without your knowledge or consent, where this is required by law and in compliance with the above rules.

8. Automated decision making

- It is our intention that you will not be subject to automated decision making which will have a significant impact on you, unless we have a lawful reason for doing so and we have notified you.

9. Third party service providers and data security

- Third party service providers are only permitted to process your personal data in accordance with our specified instructions. They are also required to take appropriate measures to protect your privacy and personal information. We do not allow your information to be used by the third parties for its own purposes and business activities.

10. International transfer outside of the European Economic Area (EEA)

We may transfer personal information outside the EU. If we do, you can expect the information to be held and used in a way that is consistent with and which respects the EU and UK Laws on Data Protection

11. Data Retention

We will retain your personal data for as long as necessary to fulfil the purposes we collected it for. Our retention policy details the periods of retention for the different types of personal data. We are only allowed to keep your information if we need it for one of the reasons we describe above.

12. Data Security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

13. Your Rights

As a data subject you have the following rights:

- The right to be informed
- The right of access to make a subject access request – you can request a copy of the personal data we hold about you
- The right to rectification – you can ask that we correct any personal data found inaccurate or out of date.
- The right to erasure – you can ask that your personal data is erased
- The right to restrict processing – tell us to stop using information about you to sell products or services
- The right to data portability - provide you or someone else (on your request) in a structured, commonly used and machine-readable format with the information you have provided to us about yourself.
- The right to object - you can tell us you no longer would like us to process your data and to stop processing.
- Rights in relation to automated decision making and profiling – request that we do not make decisions about you that allows computers to make decisions about you based solely on automated processing.

You have the right to complain about how we treat your Personal Data and Special Personal Data to Information Commissioners Office on 03031231113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England.

14. Your duty to inform us of any changes

In order that we can ensure that the personal data we hold in relation to you is accurate, it is important that you keep us informed of any changes to that data.

15. Important information about this privacy notice

We reserve the right to amend or update this privacy notice at any time. We will provide you with a new notice when we make any updates.

16. How to make a complaint

To exercise all relevant rights, queries or complaints please in the first instance contact our Data Protection Representative Paul McCafferty at Paul.McCafferty@voypic.org.

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the Information Commissioners Office on 03031231113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England.

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