**Relatives for Justice**

**JOB DESCRIPTION**

**Job Title: ADVOCACY WORKER**

**Post:** Advocacy Worker

**Responsible to**: Senior Advocacy Director

**Salary:** £28,500 - £31,135

**Responsible For: The provision of advocacy services to members of RFJ seeking to resolve legacy cases arising from the recent conflict**

**Main Duties:**

* Support and advise individuals injured and families bereaved by the conflict engaging transitional/legacy mechanisms;
* Support and advise families and individuals injured and bereaved by the conflict facing inquests and/or where investigations and/or prosecutions are underway;
* Engage any potential relevant mechanisms aimed at dealing with the past and transition in compliance with RFJ policy;
* Support families to obtain materials/documents concerning their injury and/or bereavement;
* Support families to document their experiences.

**Accountability: The post holder will;**

* Be accountable to the Senior Advocacy Director;
* Comply with RFJ Policies and Procedures;
* Undertake duties in a way that secures positive and healthy action in respect of equal opportunities and ensuring tolerance and understanding and the promotion of human rights;
* Maintain record keeping systems meeting RFJ and funder requirements.

**Communication:**

* To work as part of the RFJ team, ensuring clear communication systems and policies are adhered to.
* To promote and publicise the work of the project and RFJ in line with RFJ policy.
* To form good working relations within an integrated setting.
* To work as part of a team in making and maintaining links with other service providers.
* To attend relevant meetings as agreed with the line manager.
* To work with other professionals to identify the needs of families and individuals and support the work that they implement within RFJ.

**Case Support:**

* To provide accurate and comprehensive advice on historic cases and transitional mechanisms available to each client, including information on any emergent transitional mechanisms;
* To support families engaging with above;
* To help in the identification of thematic and geographic patterns of human rights abuses;
* To write reports based on evidence acquired with a view to assisting families make relevant submission/representations; or for family archive purposes;
* To provide positive referrals for appropriate family support;
* To liaise and network with other providers in order to be able to signpost families to appropriate services;
* To maintain high levels of confidentially, in accordance with RFJ polices;
* To monitor and review the work carried out with families and individuals bereaved and/or injured as a result of the conflict within the RFJ casework area.

**General:**

* To carry out the duties and responsibilities of the post with regard to the Equal Opportunities Policy.
* To work flexibly to meet the needs of the job. This will involve evening and weekend work.
* To carry out any other duties and responsibilities commensurate to the grade and post, as agreed with the line manager.
* The post holder will be based in RFJ’s Belfast and Dungannon offices.

# Terms and Conditions:

* A lone worker policy is in place for the well-being of all staff.
* 21 holidays per year plus statutory holidays.
* 37.5 hours per week.
* Relatives for Justice does not offer overtime payments but operate a time in lieu policy.

**Relatives for Justice**

**PERSONNEL SPECIFICATION**

**Job Title: ADVOCACY WORKER**

**Post:** Advocacy Worker

**Essential Criteria:**

* Relevant third level qualification plus 2-years relevant paid work experience of casework, or at least 4-years relevant paid work experience of casework;
* Knowledge of domestic and international human rights law;
* An excellent understanding of the impact of the conflict in Ireland**;**
* Excellent knowledge of the victims and survivors sector including current transitional initiatives.
* Ability to demonstrate excellent written and verbal skills.
* Ability to plan, record and evaluate through written reports.
* To accept and respond to the varying needs of families in a non-judgemental way.
* A commitment to the ethos and core values of Relatives for Justice.

**Desirable Criteria:**

* The ability to prioritise workload.
* To be positively motivated.
* Experience of partnership and multi-agency working.
* Excellent inter-personal skills and professional empathy;
* Ability to work as part of a team and as an individual.