**Job Description**

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| **Summary** | |
| Job Title | Modern Slavery Advocate |
| Department | Advocacy, Programmes |
| Location | Based within Jericho Foundation, Birmingham |
| Job Type | Part-Time (15 hours per week, 3 year contract) |
| Reporting To | UK Advocacy Manager |
| Direct Reports | None |
| Job Purpose | To provide specialist advocacy within a supported employment environment for survivors of modern slavery. |
| **Duties & Responsibilities** | |
| * Provide advocacy to survivors of Modern Slavery based on individual needs-led assessments, considering legal needs and basic rights as a victim of Modern Slavery. * Support and advocate for clients to access their legal entitlement to welfare and housing benefits and other forms of relevant support. * Identify the need for specialist legal assistance on a variety of different legal issues, including but not limited to welfare benefits advice, including providing written and oral advocacy on reconsideration for welfare benefit decisions and appeals and making referrals to appropriate agencies to represent the client. * Work with Jericho’s client support officer to establish and maintain effective liaison with other agencies, including social services, GPs and other statutory and non-statutory agencies to help ensure clients receive coordinated help and support. * Manage a case load to ensure every client receives relevant services and is signposted to services appropriate to their individual needs. * General file management. * Any other reasonable duties as directed by your line manager. | |
| **Person Specification** | |
| Experience & Qualifications | |
| * Previous work with vulnerable adults, ideally in an advisory capacity as a welfare benefits/housing solicitor, welfare benefits advisor, or equivalent position. * Excellent knowledge of welfare benefits law especially as relates to EEA Nationals and non-EEA Nationals including advocacy on reconsideration and at 1st tier tribunal appeal. * Good understanding of the law relating to Modern Slavery. * Enhanced DBS check. | |
| Skills & Competencies | |
| * Demonstrate good core legal skills including research, advocacy, negotiation, drafting and interviewing; * Good communication skills; * Organised and methodical; * Team work / working with others; * Quality Orientation / Attention to Detail; * Analytical; * Self-Development; * Able to prioritise own work; * IT Literate; * Planning & Organising / Time Management; * Problem Solving; * Comply with basic professional legal ethics including confidentiality * Resilience | |

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| **Review** | |
| Date Completed | 22/09/17 |
| Version Number | 1.0 |
| Approved By | UKPD |