



# SEAS Advocate

## South East Autism Support Programme

### Kent and Medway



## Job Description

<b>Post:</b>	SEAS Advocate
<b>Reporting to:</b>	SEAS Programme Manager
<b>Hours:</b>	37 hours per week
<b>Area:</b>	South Kent (Canterbury, Thanet, Folkestone & Hythe, and Dover)
<b>Location:</b>	Hybrid (Some home-working with travel across Kent and Medway)
<b>Office-Base:</b>	TBC
<b>Salary:</b>	£26,955.24 per annum

**Fixed term contract until 31<sup>st</sup> March 2027, with possibility of extension.**

### Summary

The SEAS Advocate is responsible for delivering both one-to-one and group support for autistic adults as part of the South East Autism Support (SEAS) Programme. Working primarily in South Kent, you will support individuals through time-limited self-advocacy sessions and facilitate regular peer support groups, both online and in-person. You will manage your own caseload, collaborate with local organisations, and help grow the service in response to member needs.

### About Advocacy for All

Advocacy for All is a locally rooted advocacy organisation with a strong history, which exists to give people a voice through one to one advocacy and self-advocacy groups. We believe that Bigger Voices = Better Lives.

Our approach is person-centred, empowering and rights-focussed. We place a strong value on supporting people to be as independent as possible. We believe that being fair, valuing diversity and involving people are extremely important.

Advocacy supports clients to express their views, assisting them in safeguarding their rights and ensuring that those who are particularly vulnerable or excluded have an opportunity to take forward issues that are of importance to them.

## **About the SEAS Programme**

The SEAS Programme is built on the principles of self-advocacy. Our role is to support autistic adults to develop their confidence, understand their rights, and speak up for themselves, particularly in relation to their health and wellbeing. We do not offer advice or speak on behalf of individuals. Instead, we create safe, supportive spaces where people can access information, explore options, and connect with others who share similar experiences.

We are committed to working in a person-centred and collaborative way. Everything we offer is shaped with, not just for, the people who use our services. We aim to support a strong sense of autistic identity and community among our Members (the individuals who take part in our groups and one-to-one work.)

The programme is currently made up of two core projects: All Together Autistic and the Touch Base Project. After a recent pause in funding, we are in the process of rebuilding and growing the service, working closely with Members and commissioners to make sure it meets real needs.

### **All Together Autistic (ATA)**

ATA offers a range of in-person groups across Kent and Medway, as well as a large variety of online special interest-led Zoom groups. In each area, Members can choose from a social group and an activity-focussed group. The exact nature of each area's groups is planned dynamically with local Members, responding to their interests and needs.

### **The Touch Base Project (TB)**

TB offers 6 weeks of one-to-one self-advocacy for Members who are struggling with their mental health and feel that they need additional support. We work with Members to develop SMART goals and to build confidence to achieve these targets. Our work is not about doing things for people or telling them what to do, it is about supporting them to understand their rights, responsibilities, and options. Together we aim to help Members make lasting change happen for themselves.

### **Geographical Responsibilities**

This role covers South Kent, including Canterbury, Thanet, Folkestone & Hythe, and Dover. Regular travel within these areas is required to support Members and deliver services. Occasional travel outside this region may also be needed to support the wider team.

You will be responsible for promoting the service locally, building relationships with organisations, securing venues, and adapting the offer to meet the needs of each area. You'll also monitor progress and contribute to reporting.

By March 2026, our goal is to run at least two monthly groups in each of these areas. Travel expenses beyond the equivalent return trip to your base office (location TBC) will be reimbursed.

## Main Duties and Responsibilities

As a SEAS Advocate, your role will be varied and people-focused. While no two days are the same, your responsibilities will broadly fall into the following areas:

### Group Facilitation and Community Building

- Lead and grow the All Together Autistic peer support groups in your assigned region.
- Manage group logistics, including venue bookings, communication with Members, and welcoming new participants.
- Promote inclusive, safe, and engaging group environments shaped by Member interests and needs.

### One-to-One Self Advocacy Facilitation

- Maintain a caseload of Touch Base interventions: offering 6 weeks of goal-focussed work.
- Deliver sessions both remotely (via Zoom) or in-person (in local coffee shops, cafes, and community centres).
- Work with Members to signpost their options, set targets, and build confidence in navigating services or systems.

### Outreach and Service Development

- Use initiative to make links with local and regional organisations, to raise awareness of the SEAS Programme.
- Provide platforms for Members and prospective members to share their perspectives and develop the service offer.
- Help promote the SEAS Programme through events, meetings, and relationship building.

### Communication and Administration

- Respond to enquiries from prospective Members and professionals in a timely, appropriate manner.
- Support the production of newsletters, flyers, e-bulletins, and other materials.
- Maintain accurate records and contribute to internal systems such as databases, case notes, and outcome measures.

### Teamwork and Organisation

- Attend regular team meetings, supervisions, and training sessions.
- Cover groups or individual sessions for colleagues when needed.
- Work in line with Advocacy for All's policies, including safeguarding, data protection, and equal opportunities.
- Travel across Kent and Medway as required, occasionally at short notice.
- Work flexibly, including some evenings and weekends, to meet project needs.

## Person Specification

Suitability for the role will be assessed through C.V., cover letter, and at interview against the following criteria:

Essential Requirements

*Desirable Requirements*

### Qualifications and Training

- A relevant Level 3 qualification (e.g. A-Level, NVQ, or equivalent)
- Willingness to undertake training and continuing professional development
- A full, clean UK driving licence and insurance covering business use
- *A directly relevant Level 4 qualification or higher (e.g. Certificate of Higher Education, HNC, Foundation Degree)*

### Knowledge and Experience

- At least one year's experience working as an advocate or with autistic adults in a professional context
- Strong understanding of the needs of independent autistic adults, including relevant workplace adjustments
- Awareness of data protection, GDPR, and information sharing responsibilities
- Awareness and commitment to equal opportunities and inclusive practice
- Awareness of adult safeguarding procedures
- Experience of working independently or in a lone-working context
- Experience of managing administrative tasks and maintaining accurate records
- *At least one year's experience delivering advocacy specifically with autistic adults*
- *Experience of supporting or supervising volunteers*
- *Personal experience of autism (your own or through a close family member or friend)*

### Skills and Abilities

- Ability to communicate effectively and sensitively with autistic adults
- A person-centred, non-judgemental approach
- Strong initiative and problem-solving skills
- Ability to manage your own workload, meet deadlines, and prioritise tasks
- Confident using Microsoft Office (Word, Excel, Publisher, PowerPoint)
- Confident using online platforms such as Zoom, WhatsApp, and Discord
- Ability to build and maintain positive relationships with external organisations and professionals
- Adaptable, open to learning, and able to respond to changing needs
- Willingness to work flexibly, including some evenings and weekends

- Ability to travel freely across Kent and Medway
- Commitment to representing Advocacy for All's values and promoting its work
- *Ability to produce high-quality newsletters, e-bulletins, or other promotional materials*
- *Experience managing or contributing to social media platforms*
- *Experience facilitating online groups or events*

### **Communication and Engagement**

- Excellent verbal and written communication skills
- Ability to respond to enquiries in a professional and approachable manner
- Calm under pressure, with strong interpersonal skills
- Familiarity with online communication tools and virtual group facilitation
- Awareness of person-centred working and co-production
- Commitment to innovation and exploring new technologies to engage Members
- *Experience of networking and building collaborative relationships with external partners*
- *Understanding of how to use social media and digital tools to promote community engagement*

**Please note:** This role is only open to applicants who already have the right to work in the UK. We are unable to offer sponsorship or assist with visa applications.

This post is subject to an enhanced Disclosure and Barring Service (DBS) check.

**To apply, please send your C.V. and a cover letter to [Recruitment@advocacyforall.org.uk](mailto:Recruitment@advocacyforall.org.uk) by no later than 5pm on Friday 24<sup>th</sup> October 2025.**

**Interviews will be held in the week commencing 3<sup>rd</sup> November 2025.**

**Please indicate any problems with availability or requests for reasonable adjustments in your application email and/or cover letter.**