



## Learning Disability Advocate Bromley Touchbase Project Innovation Fund 2026

### Job Description

<b>Post:</b>	Learning Disability Advocate
<b>Reporting to:</b>	Groups Manager
<b>Hours:</b>	21 hours per week
<b>Office-Base:</b>	Bromley/hybrid
<b>Salary:</b>	£16,237
<b>Contact:</b>	Rachel.Coates@advocacyforall.org.uk

### Summary

This is a pilot project, supporting adults with learning disabilities who have mental health difficulties. The aim is to offer support through 1-1 advocacy and small group work, enabling people to address mental health issues at an early stage before they get into crisis.

This role will be based within the self-advocacy team, offering 6 week blocks of **1-1 advocacy** to individuals, enabling them to identify key problem areas and set SMART goals. The advocate will also **facilitate small groups**, enabling people to learn coping strategies and well being exercises and gain a stronger support system. The advocate will be the **lead worker** on this project, with support from our self advocacy team, who will share the 1-1 and groups work.

### 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-centered, 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 which are of importance to them.

## Main Duties and Responsibilities

- To provide **short term 1-1 self advocacy support** to achieve positive outcomes for those who use the service
- Enable people to explore their thoughts and feelings, identify key problems and work towards smart goals
- To facilitate **wellbeing and drop in** groups, in person and online as required, enabling people to learn coping strategies and wellbeing exercises.
- Help people access community services
- To work alongside the wider self advocacy team
- To use own initiative to make links with local and regional organisations, in order to promote the project and membership of our self advocacy groups
- To support with responding to enquiries.
- To support with the production of promotional materials for the project
- To support with the maintenance of records, databases and files, as needed.
- To ensure that all discussions and meetings concerning the client are focussed on their needs and aspirations. To involve members in discussions about their support in meaningful and appropriate ways.
- To communicate in such a way that the individual has a clear understanding of their rights & responsibilities, and are aware of what support is right for them.
- To work with each person / group identified who requires support to meet his or her individual needs. Support all individuals in a way that promotes dignity and respect.
- To empower individuals to challenge situations where they are not being offered adequate support, in order to foster independence and self-management in their ongoing mental health journey.
- To travel within the Sutton borough, as the needs of project dictate.
- To support the ongoing development of the projects, as an experienced member of the team.
- To have an overview of the self advocacy projects in the borough
- To work in line with Advocacy for All's policies and procedures.

## Person Specification

### Essential Requirements

### *Desirable Requirements*

### Education and Training

- A good standard of education to at least NVQ Level 3/A-level, or equivalent.
- A willingness to undertake training and continuing development.
- *Formal advocacy-related qualification or training.*
- *Learning disability-related qualification or training.*

### **Knowledge and Experience**

- At least 1 year's experience of working with learning disabled adults in a professional context.
- Experience of supporting people with mental health difficulties
- *Experience of advocacy in a professional context.*
- An awareness of the needs of people with learning disabilities and autism, including what reasonable adjustments might need to be made in the workplace.
- *Experience of using outcomes frameworks to measure progress*
- An awareness of the importance of data protection and GDPR.
- An awareness (and a commitment to) the importance of equal opportunities.
- An awareness of adult safeguarding.
- Experience of working in an office environment and experience of home working.
- Experience of developing and maintaining effective administrative systems.
- *Experience of creating promotional material.*

### **Ability**

- To independently manage a caseload - working with learning disabled adults using self-advocacy, in order to identify and make changes which will support their overall mental health and wellbeing.
- To recognise the importance of professional boundaries and clear guidance.
- To multi-task, manage own workload and meet deadlines in a busy environment where lone working might be required.
- To use Microsoft Office products, including Word, Excel, Publisher, and PowerPoint.
- To network and liaise with professionals, external organisations, and members of the public.
- To learn new things and be adaptable to changing circumstances.
- To work productively as part of a team and under own initiative in a lone-working role.
- To work flexibly and outside of office hours, as required.
- To travel freely across the Sutton borough, preferably with a full, clean UK driving licence and access to own vehicle.
- To promote AfA and its values.
- To represent AfA and the project at events.
- *To maintain and manage social media sites of various natures.*
- *To produce newsletters, e-bulletins and other publicity materials to a high standard.*

### **Communication**

- Excellent communication and interpersonal skills.
- An ability to respond to enquiries in a professional and appropriate manner.
- Able to keep calm under pressure and prioritise accordingly.
- Familiarity with Zoom and online facilitation.
- An awareness of person-centered working.
- A commitment to innovation and a comfort with exploring new technologies.
- An ability to network and foster collaboration with outside organisations, to further develop the project