

SANDWELL ADVOCACY

Job Description

Job Title: Engagement and Promotions Officer - Parents Advocacy Guidance and Empowerment (PAGE) Project

Salary: £19,838 - £20,639 per annum (pro-rata for 17 hours/week) 12 month fixed term contract in the first instance.

Responsible to: Chief Executive Officer.

Location: 28 Wood Street, Tipton, DY4 9BQ

Job Purpose:

- Coordinating the engagement and promotion of the project to key stakeholders, referral organisations and directly to potential beneficiaries.
- Supporting the project team in sharing and disseminating learning about the project including attendance at partnership meetings and wider events.
- Promoting and establishing effective referral pathways into the project.

Principle Duties:

- Working alongside the Independent Advocacy Practitioner and Independent Living Skills Officer to ensure the project goals are being achieved.
- To market, promote and raise the profile of the project to key stakeholders, referral organisations and potential beneficiaries including facilitating the production of marketing assets and literature (leaflets, flyers, banners, social media etc.)
- Raising awareness of issues affecting parents with a learning difficulty who are accessing children's services, and the work of the PAGE Project, within a range of health and social care settings, utilising effective presentation methods appropriate for each setting.
- To proactively work with key stakeholders and referral agencies to implement an accessible and responsive referral process.
- Ensure that referral pathways are established with appropriate referral organisations and that regular referrals into the project are generated.
- Working collaboratively with project partners to facilitate participant forums and feedback mechanisms.
- Working with agencies and key stakeholders to sign off branding and marketing materials.

- Linking promotion and awareness campaigns to our social media platforms and website.
- To contribute to the identification of gaps in service provision, new opportunities and the implementation of new initiatives.
- To measure the difference your work makes (Outcomes) through a combination of self-reporting/professional judgement and the use of validated tools.
- To make frequent and effective use of personal supervision and to make use of training opportunities as appropriate.
- To provide monthly monitoring reports that include information measured against key performance indicators and key themes and trends.
- Maintaining up to date knowledge of relevant policy, legislation, case law and good practice.
- Working within all policies, procedures and guidelines relating to safeguarding adults and health and safety as set out by Sandwell Advocacy and the local authority.
- Ensuring the implementation of equal opportunities in all aspects of the work and carry out all duties in an anti-discriminatory manner and where necessary challenge oppressive behaviour and practices.
- To contribute towards the overall objectives of the project, ensuring a quality service to its users.
- To undertake other duties in conjunction with the team to meet the aims of the organisation.