

As of 13/3/25 we are advertising for the role of Part Time Group Worker (21 hours) within our staff team. This position will be open for applications until 5.00pm on **Friday 28th March 2025**. Interviews will be held the following week on **Thursday 3rd April at 10.00am** at our office in Clydach.

Why Join Your Voice Advocacy?

Although the post can only be guaranteed for a year, it offers the chance to make a real difference to members of the learning disability and neuro-diverse communities. It will demand a range of skills but also offer the opportunity and space to develop new approaches to working with groups and individuals. The postholder will continue our partnership work with numerous other organisations at an exciting (but challenging) time in the history of the charity. The postholder will have flexible working arrangements, access to training and the chance to gain a qualification.

Our Values

- We believe in the rights of people with disabilities to make choices and understand those choices; to live as valued individuals in the community.
- We recognise our greatest assets are the people who work for Your Voice Advocacy and we continue to value our staff, volunteers and Trustees.
- We build on the capabilities of everyone who plays a part in the organisation and focus on the importance of individuals.

How to Apply:

All you have to do is send us your CV along with a covering letter explaining what skills and experience you can bring to the team. Either email them to the email address below or post to **Your Voice Advocacy, Monde Suite, The Forge Centre, Hebron Road, Clydach, Swansea SA6 5EJ**.

Contact Information:

For any inquiries, please contact us at **info@yourvoiceadvocacy.org.uk** or call **07496189771** and ask for Bill Williams.

JOB DESCRIPTION

GROUP WORKER LEARNING DISABILITIES	
£24,370 per year (£14,622 pro-rata)	
21 hours per week	
Fixed term contract until 31 March 2026	
Based at home, but covering Swansea & Neath Port Talbot	

The Group Worker is responsible to the Project Co-ordinator - Your Voice Advocacy and will be expected to carry out the following roles tasks and activities:

- Assist in the delivery of regular events and activities to adults with a learning disability or autism and encourage membership of the organisation.
- Work 'hands-on' in the delivery of basic cookery classes and crafting activities to adults with a learning disability or autism.
- Deliver one-to-one advocacy to beneficiaries, applying YVA's core values at all times including respecting the person's wishes and feelings and acting as their voice.
- Engage in lone-working where required, operating safely within the terms of the Lone Working policy.
- Train and support people with disabilities to become volunteer '*peer advocates*' and to attend external events, activities and representative bodies.
- Help to maintain a membership list and keep in regular contact with YVA's members.
- Work closely with other YVA projects and external organisations.
- Help to produce documents in 'Easy Read' format and contribute to YVA's Website and social media content.
- Prepare reports for the Project Coordinator and Trustees Board.
- Ensure that all activities are undertaken in accordance with the Equal Opportunities Policy.
- Undertake other duties that can be reasonably assigned within your capability.

Qualifications:

- NVQ level 2 or equivalent evidence-based qualification
- Good standard of secondary education

Desirable

- NVQ Level 3 or above in relevant subject area.

Experience

- At least one year paid or voluntary advice work with adults with a learning disability, working in or with groups or delivering training.
- Experience of delivering classes in basic cookery and crafting skills.
- Participation in an organisation whose work partly or wholly involved delivering advocacy services and promoting the wishes and feelings of its service-users.
- Experience of building and maintaining community-based networks.
- Familiarity with the legislation and regulations affecting Advocacy provision in Wales.
- Time spent representing service-users in meetings/negotiations with organisations delivering a service, e.g. NHS or local government.
- Familiarity with communicating and promoting services via social media or through a Website.
- Having a driving licence and access to own vehicle is **essential**.

Key Skills and Attributes

- Good verbal and written communication skills
- Good organizational skills
- Maturity
- Confidence
- Patience/Tolerance
- Versatility
- Resilience/Enthusiasm