



## **Candidate Information Booklet**

Advocacy Support Worker (part-time)

Closing date for applications:  
**1pm, 28 February 2022**



A project supported by the European Union's PEACE IV Programme, managed by the Special EU Programmes Body (SEUPB)



Funded by the Victims & Survivors Service through the Victims & Survivors Programme administered on behalf of the Executive Office

## 1. Job Description

<b>Job Title:</b>	Advocacy Support Worker (part-time) Truth, Justice and Acknowledgment
<b>Organisation:</b>	Ulster Human Rights Watch
<b>Location:</b>	Brownlow House, Windsor Avenue, Lurgan, BT67 9BJ
<b>Hours:</b>	22.5 hours per week (flexible arrangement in agreement with management)
<b>Salary:</b>	£17,794.22 (£29,657.04 pro rata)
<b>Duration:</b>	up to 31/03/2023 with a possibility of extension until 2027
<b>Reports to:</b>	Advocacy Support Manager

### Background

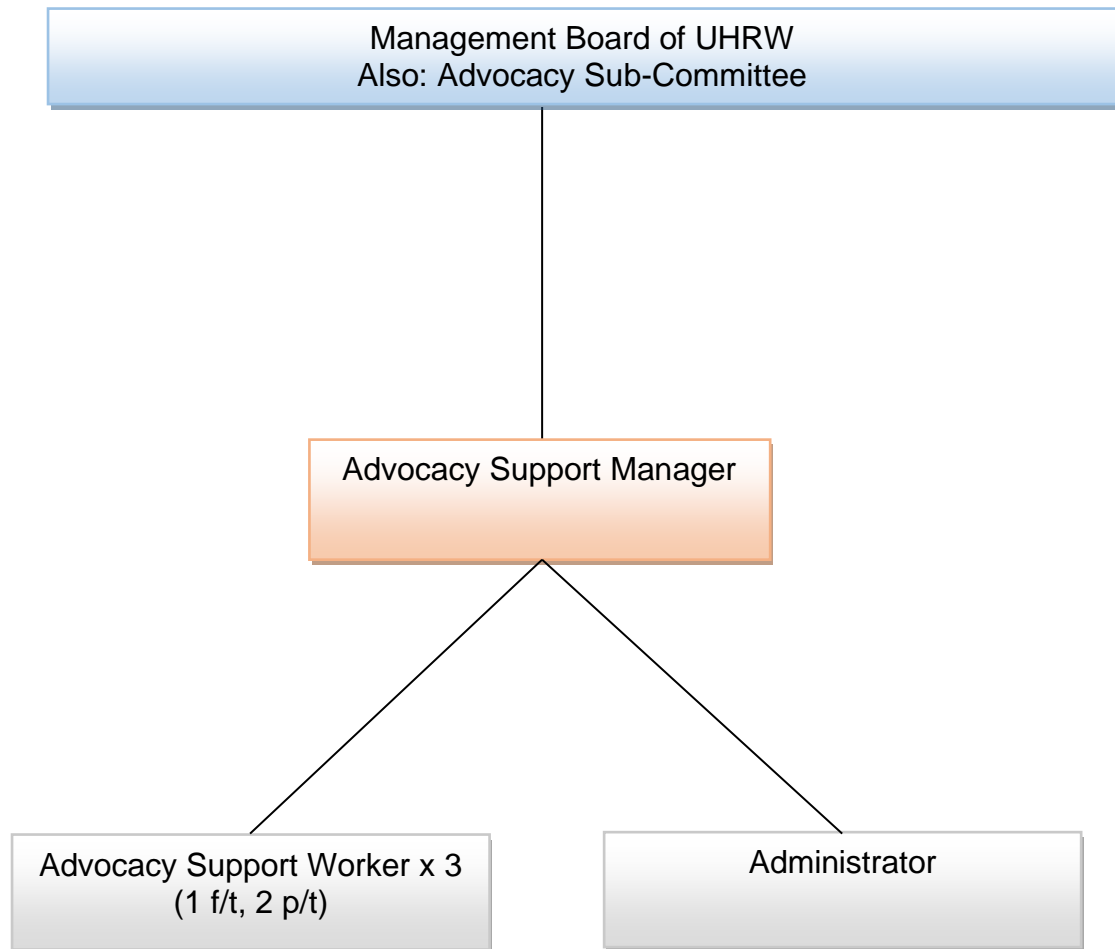
As a charitable company formed in 2002 and a major human rights organisation in Northern Ireland, Ulster Human Rights Watch seeks to promote human rights and the Judeo-Christian interpretation of such rights, advance education in human rights, and support the enforcement of the law. The UHRW Advocacy Service provides assistance to families who have unresolved historical cases from the Troubles and wish to obtain information or request further investigation.

This post has been developed as part of the PEACE IV Programme which provides investment for cross-border health and wellbeing services by increasing the quality of care in the sector for victims and survivors and their families.

### Purpose of the Role

This project (funded through PEACE IV) offers support, advocacy and advice in relation to Truth, Justice and Acknowledgment to families bereaved as a result of the Troubles. The post holder will be required to support, advocate on behalf of, and advise families who wish to engage with statutory and other bodies in respect of their bereavement or injury.

## 2. Organisational Structure



### **3. Responsibilities**

#### **Advocacy Services**

- Provide families with information about relevant statutory and other organisations to help them make a properly informed judgement on engaging with such organisations, and to help them to consider all options available to them.
- Prepare families for and facilitate meetings with relevant organisations and witnesses.
- Maintain and update files on each case, and ensure all files are properly archived and recorded into a single accessible record.
- Correspond with any relevant bodies to gather information on each case.
- Organise meetings with client groups and/or families for the purposes of sharing information or planning events.
- Conduct research with families to document the impact of the Conflict related incident and broader issues that provide a contextual background to cases.
- Prepare reports of family experiences for archiving and/or case advancement.

#### **Service Development and Quality Improvement**

- Actively promote the service and support expansion of the caseload.
- Represent Ulster Human Rights Watch at public meetings, conferences and subgroups.
- Plan and organise conferences, meetings etc as relevant to the promotion of the work of Ulster Human Rights Watch.
- Undertake further training as required.

The foregoing is a broad range of duties and is not intended to be a complete description of all tasks. It is important to note that the responsibilities may change to meet the evolving needs of Ulster Human Rights Watch.

## **Role Competencies**

### **Essential Criteria:**

By the closing date for applications, candidates must be able to demonstrate:

1. A relevant University degree, or equivalent qualification AND 1 years' experience providing advocacy and advice to vulnerable clients engaged in legacy processes.

OR

4 years' experience providing advocacy and advice to vulnerable clients engaged in legacy processes

2. A minimum of 2 years' practical experience collating and analysing complex information, and writing reports.

3. A minimum of 2 years' practical experience of effectively managing complex client interactions.

4. A minimum of 2 years' experience working and building relationships with multiple stakeholders.

5. Hold a full license valid in the UK with access to a car. This criterion will be waived in the case of an applicant whose disability prohibits driving but who is able to make alternative arrangements.

### **Desirable Criteria:**

1. Understanding of issues and stakeholders in the Northern Ireland legacy landscape.

2. Competent understanding of, and personal commitment to Human Rights principles.

3. Experience and skills in research.

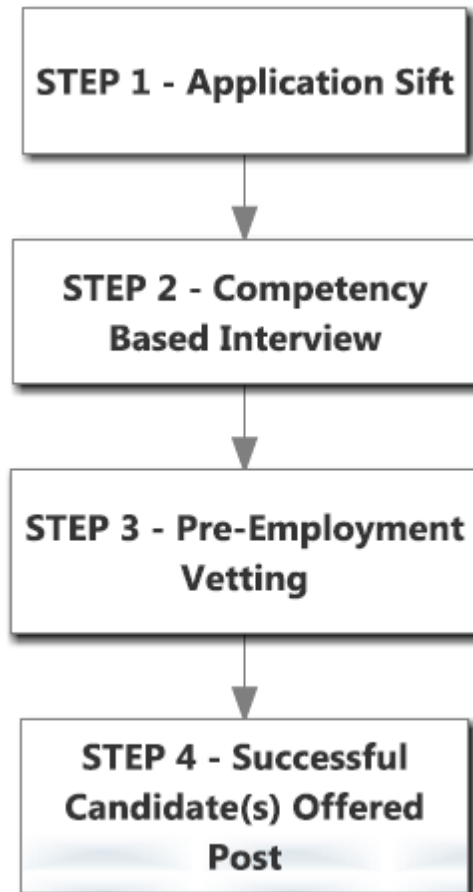
4. Competence in report writing.

5. Experience in marketing.

6. Capability to work as a team player.

#### **4. Application Process**

Following the deadline for receipt of applications the selection process will operate as follows:



## **5. Guidance for Making Your Application**

Application should consist of a completed application form together with a CV and a completed monitoring form.

These are available from [www.communityni.org](http://www.communityni.org) and from [www.uhrw.org.uk](http://www.uhrw.org.uk)

### **Application Submission**

Completed applications can be submitted as follows:

- Posted or hand delivered to The Victoria Suite, Brownlow House, Windsor Avenue, Lurgan, BT67 9BJ.
- Emailed to [info@uhrw.org.uk](mailto:info@uhrw.org.uk).

### **Deadline: 1pm, Monday 28 February 2022**

We will not accept incomplete application forms; application forms received after the closing deadline or reformatted application forms.

Applicants using Royal Mail should note that 1<sup>st</sup> class mail does not guarantee next day delivery. It is the responsibility of the applicant to ensure that sufficient postage has been paid to return the form to meet the required deadline.

Should you have any queries please contact [info@uhrw.org.uk](mailto:info@uhrw.org.uk)

### **Interview Guidance for Applicants**

Final dates for interview have not been scheduled but will take place soon after the close of applications.

At the interview, the selection panel will assess candidates against the behavioural competences, qualifications and experience for the post.

### **Further Appointments from this Application**

Where a further position in the Organisation is identified which is considered broadly similar to that outlined in this candidate information booklet, consideration will be given to filling the position from this competition. The reserve list resulting from this competition will be valid for a period of up to one year.

### **Disability Requirements**

If reasonable adjustments are required by candidates on account of disability the organisation will make every effort reasonable to accommodate such.

### **Vetting Procedures**

For vetting procedures candidates will be required to produce the following for interview:

- Passport;

OR

Driving Licence

OR

Document verifying your permanent National Insurance number (e.g.P45, P60 or National Insurance card); AND Birth certificate which includes the names of your parents (long version);

- Proof of qualifications (original certificates);

For a successful candidate, the following will be required after interview:

- 2 satisfactory references (References will not be sought until after the final stage of the assessment process);
- Enhanced AccessNI criminal record check (unspent convictions only). Successful candidates will not be appointed to post prior to this being completed.