

- Person Specification

Job Title	Personal Advisor – Care leavers
Grade	SO2
Service/Section	Children's Services
Directorate	Safeguarding and Social Care

Criteria	Method of Assessment	Short listing Criteria
	AF= application form T = test P = presentation I = interview	Indicate as appropriate *
Experience 1. Proven experience of working directly with vulnerable young people at risk of not making an effective transition to adulthood. 2. Experience of working with other agencies such as housing and benefits agencies in order to plan and provide services to children and young people.	AF, I AF, I	
Knowledge 1. An understanding of the needs and circumstances of looked after children and care leavers, and the additional challenges they face in making a successful transition to adulthood. 2. Knowledge of the relevant legal and regulatory framework relating to care leavers, including the functions of the personal advisor and the revised statutory regulations relating to leaving care. 3. A good working knowledge of benefits, training/employment, housing, health and youth justice issues affecting young people.	AF, I AF, I AF, I AF, I	

<p>4. Understanding of the legal framework of rights and responsibilities given to young people and of the professional codes relating to confidentiality.</p> <p>5. Knowledge of local procedures for safeguarding and promoting the welfare of young people.</p>	<p>AF, I</p>	
<p>Skills and Abilities</p> <p>1. Ability to keep up-to-date with new and relevant legislation and with developments in the services for young people leaving care.</p> <p>2. Ability to present complex information clearly and concisely and ensure records of work are both up-to-date and comply with legal and departmental requirements for case recording.</p> <p>3. Ability to interpret information about young people's needs and make recommendations about appropriate resources.</p> <p>4. Ability to communicate clearly and effectively both verbally and in writing to a range of audiences including professionals, carers and in particular young people themselves.</p> <p>5. Ability to represent the service whilst liaising with external agencies and providers of services.</p> <p>6. Ability to use information technology to maintain accurate records giving evidence of planning, consultation, action taken and measuring of outcomes.</p>	<p>AF, I</p> <p>AF, I, T</p> <p>AF, I, T</p> <p>AF, I, T</p> <p>AF, I</p> <p>AF, I</p> <p>AF, I, T</p>	

7. Ability to develop and sustain good working relationships with young people including those who may be disengaged.	AF, I	
8. Ability to support young people to raise their aspirations and encourage their personal career development	AF, I	
9. Ability to identify risk and seek guidance where necessary.	AF, I	
10. Commitment to work outside normal office hours as required.	AF, I, T	
11. Ability to involve young people to help develop high quality services.	AF, I	
12. Ability to self-evaluate interventions and reflect on own working style, to recognise own effectiveness and limitations and seek advice and support where necessary	AF, I	
13. Ability to organise own workload and manage time effectively.		