**Person Specification**



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| --- | --- | --- | --- |
| Job Title | Personal Advisor | Directorate | People |
|  |  |  |  |
| Post Number |  | Division | Children & Families |
|  |  |  |  |
| Grade | 7 |  Salary | £30,559 to £33,366 | Section | Care Leavers’ Team |
|  |  |  |  |  |  |
| **Criteria (Essential)** | **Assessment By** |
|  |  | Application | Interview | Test |
|  |  | √ | √ | √ |
| **Experience** |  |  |
| Experience of working directly with young people (aged 16+)  |  | √ | √ |  |
| Experience of managing a caseload and accurate record keeping. |  | √ | √ |  |
| Experience of effective communication and engagement with young people which may include direct work, group work, family work, counselling skills, |  | √ | √ | √ |
| Experience of contributing or developing needs led plans (Support, Care, Education or Pathway Plans)  |  | √ | √ |  |
|  |  |  |  |  |
| **Qualifications / Training** |  |  |
| NVQ Level 3 or equivalent in social care/promotingindependence/advice and guidance  |  | √ | √ |  |
| GCSE A – C or equivalent in English and Maths |  | √ | √ |  |
| Demonstrate a willingness to engage in any training relevant to the role and develop own knowledge and practice |  | √ | √ |  |
|  |  |  |  |  |
| **Practical Skills** |  |  |
| Ability to form and maintain appropriate relationships and personal boundaries with young people |  | √ | √ | √ |
| An ability to work in partnership with others and represent the service at agency and inter-agency meetings. |  | √ | √ | √ |
| Ability to communicate effectively in a manner suitable to meet the needs of a wide range of people. |  | √ | √ | √ |
| The ability to record information accurately and provide clear and concise written information for a variety of purposes. |  | √ | √ | √ |
| An ability to work confidently and calmly to advise and support young people  |  | √ | √ |  |
| Ability to identify and manage risk when working with young people and their networks. |  | √ | √ |  |
| Ability to advocate and to promote the Rights and responsibilities of young people  |  | √ | √ |  |
| The ability to work on own initiative, prioritise workload and meet deadlines. |  | √ | √ | √ |
| Ability to work flexibly as part of a team  |  | √ | √ | √ |
| Proficient IT skills including use of electronic calendar, Microsoft Word, Excel  |  | √ | √ | √ |
| An understanding of child development, specifically the developmental needs of teenagers and young people |  | √ | √ |  |
| Able to make decisions where appropriate and communicate these in a professional manner |  |  | √ | √ |
|  |  |  |  |  |
| **Personal Qualities and Attributes** |  |  |
| A knowledge of Equality & Diversity issues |  | √ | √ | √ |
| Ability to understand and work well with a diverse range of ethnic and cultural backgrounds |  | √ | √ | √ |
| To respect the views of others and demonstrate anti oppressivepractise  |  | √ | √ | √ |
| An ability to motivate and provide a positive role model for young people |  | √ | √ |  |
| Capable of dealing with frequently changing circumstances. |  |  | √ | √ |
| Strategies to effectively manage demands of the role and personal stress |  | √ | √ | √ |
| Willingness to work flexibly, including evenings and weekends.  |  |  | √ |  |
| Ability to travel across the borough and Country wide  |  | √ | √ |  |
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| Prepared By | Sam Thornton & Deidre Chin (Team Manager) |
| Date | March 2019 |
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