**Person Specification**



|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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/promoting  independence/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 oppressive  practise | | | | | | |  | √ | √ | √ |
| 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 | | | | | | |  | √ | √ |  |
|  | | | | | | |  |  |  |  |
|  | | | | | | | | | | |
| Prepared By | | | Sam Thornton & Deidre Chin (Team Manager) | | | | | | | |
| Date | | | March 2019 | | | | | | | |
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