

Post Specification

Post Specification - Key Information

- **Post Title: Personal Advisor**
- **Date: 28.07.2026**
- **Post Group Number: PG6306**
- **Job Family: People care and development**
- **Job Family Role Profile: PCD10ii**
- **Final Grade: Grade 11**

To be read in conjunction with the job family role profile.

Service Area Description

Children and Young people

Purpose of this Post

This post is defined by the Children Leaving Care Act, 2000 and attendant guidance and regulation. The post holder will take case responsibility and assess the needs of Eligible, Relevant and Former Relevant young people to determine the level of advice, assistance and support in their transition to independence to ensure that they are able to maximise their life chances. To develop skills to achieve PGI and the Post Qualifying Child Care Award

Key Job Specific Accountabilities

1. To assess the needs of young people entitled to a Leaving Care Service in order to determine the level of advice, support and assistance they will require in making the transition to independence.
2. To be responsible for the coordination, implementation and review of plans which will identify how these needs will be met in order to maximise life chances.
3. Manage as directed cases of young people eligible on the appropriate legislation.
4. To engage in direct work with young people prior to the Pathway Planning process to ensure that they are prepared and informed to engage with the process.
5. To facilitate the access to appropriate departmental resources and the resources of other agencies, partners and stakeholders to ensure plans are fully implemented.
6. To review and revise plans as required by statute, guidance and regulation, to meet need and to maximise the chances of successful transition to independent living.
7. To convene and attend other planning meetings and case conference as required.
8. To ensure that young people are fully informed and consulted as to the Leaving Care Services and to ensure that the voice of the young person is heard throughout the process.
9. To maintain a high standard of record keeping and to supply high quality information to enable transparency, continuity and to facilitate the planning of future services.
10. To ensure that reasonable steps are taken in line with statute regulations and guidance to stay in touch with young people who have left the care of Cumbria County Council and monitor and report progress.
11. To participate in supervision, team meetings and training including maintaining knowledge of Social, Educational, Training and Employment opportunities.
12. To develop and maintain liaison with other partner agencies and develop services for care leavers in agreement with line management.

13.To participate in the development and delivery of training to staff, carers, young people and other agencies as required.

14.As this is a developing post arising from new legislation tasks may be identified in the fullness of time which would need to be added to the Job Description.

Key Facts and Figures of the Post

- **Budget Responsibilities:** N/A
- **Staff Management Responsibilities:** N/A
- **Other:** N/A

Essential Criteria

- **Qualifications:**
 - DipSw or equivalent or Dip Community and Youth Teaching qualification or NVQ Level 4 in relevant work area
- **Knowledge:**
 - Knowledge of young people in looked after system
 - Knowledge of benefits for 16 to 24 year olds
 - Knowledge of Careers, Education and Training for 16 — 24 year olds
 - Knowledge of Housing issues
 - Knowledge of Health issues
 - Knowledge of relevant Child Care Legislation
- **Experience:**
 - • At least 2 years experience of working with adolescents
- **Expertise:**
 - Demonstrable ability to manage a caseload
 - Ability to undertake objective assessment, formulate clear plans of intervention and evaluate outcomes • Ability to plan work and meet deadlines
 - Good communication skills especially with young people
 - Commitment to young people's involvement/participation
 - Good standard of record keeping and ability to produce clear written reports
 - Ability to assimilate legislative change
 - Ability to work with young people on positive of change
 - Awareness of vulnerability of young people
 - Awareness of family and social systems as they affect young people
 - Ability to travel
 - Demonstrate a clear commitment to professional development through training
 - • When required to register and undertake the necessary training to acquire the PQ Child Care Award
 - • To present oneself in all settings as a professional representative of the department

- Being able to accommodate flexibility in working hours as and when required
- Ability to support and contribute to the professional development of colleagues (Desirable)

Disclosure and Barring Service (DBS) Checks

- This post requires a DBS check.
- The level of check required is *(remove others not required)*:
 - DBS Enhanced – Children
 - DBS Enhanced - Children & Adults

Job Working Circumstances

- **Emotional Demands:** (Description of any emotional demands of the job)
- **Physical Demands:** (Description of any physical demands of the job)
- **Working Conditions:** (Description of any working conditions)
- **Other Factors:** (Any other relevant factors)

Other Factors:

- *This could include e.g. requirement to travel, or requirement to work outside of normal office hours*