

**Job Description**

**Job Title Career and NEET Advisor**

**Salary Grade:** Grade 5

**SCP:** 17 - 22

**Job Family:** People Care

**Job Profile:** PC 3

**Directorate:** Early Help

**Job Ref No:**

**Work Environment:** Office, agile and outreach

**Reports to:** Early Help Locality Service Manager or Early Help Locality Team Manager (locally determined)

**Number of Reports:** None

Your normal place of work will be in Sunderland, but you may be required to work at any Company recognised workplace.

This position requires an Enhanced Disclosure and Barring Service (DBS) Check.

**Purpose:**

Deliver independent Careers Education, Information, Advice and Guidance (CEIAG) to young people aged 13-19.

Make a significant contribution to the reduction in the numbers of young people who are Not in Education, Employment or Training (NEET) and in the numbers of those young people whose EET status is ‘Not Known’.

Make a significant contribution to the wider Early Help offer as part of a multi-agency team.

You will work principally, but not exclusively, with young people in our locally determined ‘vulnerable groups’ delivering statutory CEIAG in schools, academies, further education institutions and training provisions. You will work from your office base and in the community, and you will also be required where appropriate to work with young people and their families in their homes.

**Key Responsibilities:**

* Deliver the Company’s key performance indicators and targets in respect of Connexions and Early Help Services. Ensure plans, strategies and service requirements are delivered within agreed time-scales. Contribute to service targets and look for ways to deliver the service more effectively and efficiently.
* Ensure the needs of individual young people are met so that they are able and motivated to engage in education, training and work opportunities and are able to make a successful transition to adult life.
* Provide CEIAG to service users to enable them to make choices. Produce reports in a timely manner to line-managers to allow activity to be monitored.
* Engage with a case-load of young people (locality-based in the main) to identify their needs and respond appropriately.
* Enable young people to progress to suitable employment, education or training opportunities.
* Ensure positive working relationships with young people, their parents/carers, EET providers and other agencies to promote successful outcomes for young people.
* Help service users make well-informed decisions about their future, using a range of assessment techniques.
* Respond to service user needs and work demands in a flexible and timely way.
* Empower young people, particularly those in the identified vulnerable groups, to reach their potential.
* Influence partners to adopt improved practices and new ways of working (eg whole-family working), in order to maximise service delivery.
* Plan and prioritise (or re-prioritise) own workload, managing conflicting priorities and deadlines, in order to ensure effective delivery. Work independently and as part of a team.
* Initiate or contribute to assessments and plans for young people, in order to produce better outcomes for children, young people and their families.
* Use motivational skills and techniques to help young people and their families/ carers through the change process to support the early help processes.
* Identify and evaluate the changing needs and interests of children, young people and their families/carers.
* Work as part of a multi-agency team; work with teams of partners across all relevant agencies to ensure effective safeguarding and public protection.
* Maintain accurate and timely records of interventions on a service user’s record using the current recording system; access other data bases to inform decision-making.
* Undertake all interventions within agreed procedures, protocols, practice guidance and the relevant National Standards.
* Work flexibly within a standard 37 hour a week contract to the needs of the young people and their families. This may involve working outside of normal office hours.
* Attend such staff meetings, briefings and training as required by the Director of Early Help as part of the wider Early Help offer.
* To champion diversity and equality.

**Statutory requirements:**

In line with the Together for Children’s Statutory Requirements, all employees should:

Comply with the principles and requirements of the General Data Protection Regulation (GDPR) in relation to the management of Together for Children Sunderland’s records and information, and respect the privacy of personal information held by Together for Children Sunderland.

Comply with the principles and requirements of the Freedom in Information Act 2000;

Comply with the Together for Children Sunderland’s information security standards, and requirements for the management and handling of information;

Undertake the duties of the post in accordance with the Company’s Equal Opportunities Policy, Health and Safety Policy and legislative requirements and all other Company policies.

**Person Specification**

**Job Title:** Careers and NEET Advisor

**Role Profile reference:** PC3

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| **Essential Requirements**  |
| **Qualifications:*** Level 6 qualification in Careers Education, Information, Advice and Guidance (CEIAG) or equivalent.
* Level 2 English (Grade C GCSE or equivalent)
* Level 2 mathematics (Grade C GCSE or equivalent)
* Able to travel with appropriate access to means of transport
 | Application Form/Interview |
| **Experience of:*** Working with children, young people and their families
* Working in a challenging and pressured environment
* Multi-agency, inter-disciplinary working
* Working with schools, academies, colleges and/or training providers
 | Application Form / Interview |
| **Knowledge and understanding of :**:* The legal framework pertaining to CEIAG
* The problems faced by children, young people and their families nationally, regionally and locally
* Safeguarding and child protection
* SEND Code of Practice
 | Application Form / Interview |
| **Ability to:*** Work within regulations and agreements pertaining to confidentiality, information-sharing, GDPR, safeguarding
* Engage in meaningful professional relationships with children, young people and their families
* Communicate effectively with a range of audiences and in a variety of formats (verbal and written); write reports and contribute to reports written by others
* Challenge children, young people and their families, and schools, academies and training providers, when appropriate and in an appropriate way
* Make observations during planned work with children, young people and their families and to keep accurate recordings of these
* Assess, plan, review and measure progress towards agreed outcomes for children, young people and their families
* Work flexibly and on own initiative
* Make decisions and problem-solve
* Recognise and respond appropriately to risk
* Offer support and guidance to team members when required
* Prioritise or reprioritise workload, meet deadlines and work to national standards
 | Application Form / Interview |

**Author**: Jane Wheeler

**Date**: 24th June 2020