

Personal Adviser

Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Understanding of issues facing young people in their transition to adult and working life and how these are overcome using a range of skills and knowledge.
- Hold an NVQ Level 4 qualification or equivalent, related to working with young people e.g. careers guidance, teaching, social work, youth work.
- Knowledge and experience of working with other professional organisations in an associated field and how this contributes to improved outcomes for young people.
- Ability to understand and prioritise the needs of young people using caseload management tools and information.
- Demonstrate skills in advocacy, employment, assessment and action planning and how these activities support young people overcome barriers to progression
- Ability to communicate and build relationships at all levels with professional colleagues and partner agencies.
- Ability to manage and organise time in order to meet own and team priorities effectively.
- Experience of working with young people in a range of settings.
- Experience of problem solving in a variety of situations.
- Demonstrate willingness and flexibility in adapting to new approaches and models of delivering services to young people.

Desirable

- Proven commitment to ongoing professional development

Part B

The following criteria will be further explored at the interview stage:

- Excellent communication skills
- Ability to deal with challenging situations
- Commitment to securing the best outcomes for young people

Additional Requirements

- DBS clearance