Job Title:	**Personal Advisor**
Team/Service Area:	**Social Care**
Salary/Grade:	**Grade 6**
Line Manager:	**Team Manager**
Direct Reports:	**None**
Location:	**Your normal place of work will be at Next Steps Office located in the Stanfield Business Centre in the Hendon area of Sunderland but you may be required to work at any Together for Children recognised workplace.**

About Us

Established in 2017, Together for Children Sunderland is on a mission to improve services in social care, early help and education and engage the whole community in giving children and young people in Sunderland the best possible opportunity to thrive.

Our dedicated workforce strives to make a difference, irrespective of our work vocation or specialism.

We value diversity and actively seek candidates from all backgrounds, including various ages, disabilities, neurodiverse individuals, gender identities, sexual orientations, religions, beliefs, races, and cultural backgrounds. Our inclusive workplace culture fosters collaboration and excellence.

Find out more: Find out more - Together for Children

About the Role

- To safeguard and promote the welfare of children
- To assess and manage cases with a degree of complexity and risk-taking actions, to co-ordinate resources and support to maintain or improve the wellbeing of Care Experienced Young People from the age of 18 -25. To work in accordance with established policies and procedures of Together for Children.
- Care Experienced Personal Advisers have a breadth of specialist knowledge relating to leaving care services and have a role to impart this expert knowledge to those supporting children and young people aged over 18 and potentially up until they reach 25.

This role is exempt from the Rehabilitation Offenders Act 1974 and therefore requires a satisfactory Enhanced Disclosure and Barring Service (DBS) Check.

Key Responsibilities

The following list of roles, responsibilities and tasks that Personal Advisers should undertake must not be taken as a definitive list, but provides a broad set of expectations. Given that each Care Experienced young person is an individual with a unique set of needs and skills, personal advisers must be flexible in their approach and role.

- To develop with the young person their Pathway Plan and review 6 monthly in conjunction with the senior practitioner and/or team manager.
- To co-ordinate and/or deliver a range of services to ensure that Care Experienced young people are prepared for semi-independent and independent living and that they are supported in such settings to fully develop their independent living skills.
- To ensure that young people have a range of identifying and other documents that helps them to access universal services, i.e., registering for housing, welfare benefits, health services, education and training services. Depending on the needs and abilities of the young person, Personal Advisers will need to assess how proactive they should be with this task, in certain situations Personal Advisers will need to undertake the task of obtaining documents on behalf of the young person.
- To support young people to access services that are identified as being required to improve their well-being and individual outcomes. This will range from identifying and highlighting individual services, such as, Health Services, Housing Support, Education or Employment Services, to making appointments, with or on behalf of the young person, and on occasion taking young people to appointments or accompanying them at appointments/meetings, dependent upon their individual needs or stage of independence.
- Assisting young people to identify and access services (and specialist services) that can broaden their support networks. Where it is assessed, that young people will have ongoing support needs, where possible, Personal Advisers should identify services that can continue when the leaving care responsibilities end.

- Some young people will require support from Adult Services and may have an adult Social Worker involved in their care due to a wide and varied range of needs and or diagnosed disabilities, requiring high levels of support in order that they can reach their full potential and live either supported or independently within the local community. The personal adviser will be part of the young person's network. Personal Advisers should take responsibility for liaising with all parties involved in the young person's support/network, i.e., family, staying put carer, keyworker, housing officer, health professionals, adult Social Workers, education and training professionals and any other relevant individual or agency. This will be depending on the needs of the individual young person and may also vary over time.

- Ensure each young person has an accommodation pathway that may involve helping them to access 'Staying Put', supported lodgings, supported accommodation, independent accommodation (from the housing department, housing associations or

other registered providers), private sector accommodation or arrangements where young people live with family or friends.

- Provide practical support, for example, helping young people to complete forms, access benefits and other services. The approach should always be one of transferable learning, i.e. completing the required task with the young person, but with the aim of enabling the young person to complete the task at a future point without assistance. This approach will need to be tailored to each young person, some will only need assistance with a task once, and others may require longer term and/or ongoing assistance.

- To provide emotional support to young people by encouraging, positively challenging and pro-actively keeping in touch with young people. This should include being aware of significant events for individual young people and contacting them before/after these events to encourage, support and 'listen'.
- Attend meetings appointments (both in and out of office hours if required).

- Arrange Setting up Home allowance and other financial support in accordance with the Care Experienced finance policy in a timely and proactive manner.

- Keep in regular contact in line with policy and procedure at a minimum of 8 weekly face to face and in the young person's accommodation as well as other venues including those in the community.

- Be aware of any risk issues and work to manage identified risks; where appropriate with other professionals and agencies, for example, being aware of substance misuse, sexual exploitation, organised crime, offending issues, self-harming, 'missing' episodes, exploitation by family and friends. In addition, by being aware of any risks that the Care Experienced young person may pose to others, for example to their own children, to exploiting others to bullying others and where necessary referrals to safeguarding adults of children may need to be considered.

- Ensure accurate and timely records are kept of all contacts with young people and the different professionals/agencies involved with each young person.

- Ensure managers are informed and kept up-to date with any issues to do with the young person that may pose a risk to them, others or the reputation of the company.

- Complete visiting requirements at the prescribed frequency, of eight weekly which must take place within the young person's accommodation, in part to assess how well they are managing independent living.

- To act in a professional manner at all times and promote the company in a positive light.Following receipt of training from our Coaching provider, a willingness to form part of the TfC Coaching Programme and commitment to the development of other TfC future leaders and managers through Thrive@TfC.

- To safeguard and promote the welfare of children and young people.

- Champion equity, diversity and inclusion in all aspects of your work and the communities you assist.

Our Expectations

You must undertake this role in accordance with the requirements set out below:

- Comply with Together for Children's Code of Conduct, People policies and procedures, Health and Safety Policy and EDI Statement.
- Uphold all relevant professional policies, standards and legislative requirements
- Adhere to the Data Protection Act 2018 and GDPR principles in relation to the management and handling of personal and/or sensitive information and respect the privacy of personal information managed by Together for Children Sunderland.
- Comply with the Freedom of Information Act 2000.

This job description is a guide to the duties you will be expected to perform. It is not an exhaustive list, and you may be required to undertake other tasks and duties not listed that are reasonably commensurate with the job role and grade of the post. Where a fundamental change to the job description is needed this will be discussed with the postholder prior to any changes being made

Date: February 2025

RACE EQUALITY MATTERS TRAIL BLAZER Valid Until July 2025
Better Health at Work Award Gold Award
disability confident EMPLOYER
ARMED FORCES COVENANT EMPLOYER RECOGNITION SCHEME SILVER AWARD 2023
MENOPAUSE INCLUSIVE WORKPLACE STANDARD OF EXCELLENCE

Person Specification – Personal Adviser

The requirements for this post and how candidates will be assessed are set out below.

Essential Requirements	Method of Assessment
Qualifications • A minimum of 5 GCSEs grade C or above including Maths and English • Level 3 qualification in Health and Social Care, Youth Work, Education or equivalent • Prepared to undertake any additional training required for the role.	Application Form
Experience • working with young people aged 18 – 25 with a varying range of needs, including but not solely in relation to, social and emotional needs, health needs including mental health needs and needs resulting from drug and alcohol use. • Communication skills using a range of methods to engage with young people and professionals they may be involved with. Including verbal, written and computer skills. • Willingness to learn and improve upon current experience to support the role as PA. • Knowledge / understanding of what issues a care leaver may face as they transition into adulthood. (This will be explored in interview).	Application Form
Knowledge and Understanding • The range of needs which can impact upon young people including, engaging and accessing education, employment and or training. • Housing needs. • Health needs including a range of mental health issues. • The impact of drug and alcohol use • Willingness to learn and improve upon current knowledge and skills to support the role as PA.	Application Form
Skills and Abilities • undertake planned work with young people to ensure that their needs are met in relation to pathway planning. • Work in a fast pace setting.	Interview

• Deal with emergencies as and when they arise this can be in relation to issues such as housing, mental health. Benefits issues. • Be able to use computer systems to input work undertaken with young people. • To be able to work solo • Be able to work effectively with in a busy team environment, be supportive of and to colleagues. • Be able to travel outside of the area where necessary to support young people.	
Other Requirements • Commitment to Equal Opportunities	Interview