

Job Title:	Personal Adviser Apprentice
Team/Service Area:	Together for Children, Next Steps Team.
Salary/Grade:	Apprentice
Line Manager:	Team Manager/Assistant Team Manager
Direct Reports:	Assistant Team Manager
Location:	Stanfield Centre

This post requires an Enhanced Disclosure and Barring Check (DBS) and registration with the online update service.

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

As an Apprentice Personal Adviser you will support care experienced young people from the age of 18 to 25 transitioning to adulthood by coordinating services that promote independence, wellbeing, and improved life outcomes. You will work within established policies and procedures of Together for Children and the Sunderland Safeguarding Partnership. You will be employed for 30 hours per week with an additional day each week at at Sunderland University for the academic elements of the degree apprenticeship.

Each year, you will complete a 2 week placement in another area of Together for Children or an appropriate youth-focused setting to strengthen your learning and broader experience.

Key Responsibilities

Personal Advisers provide specialist support to young people as they prepare for independent living. Responsibilities include, but are not limited to:

Planning and Support

- Work with young people to develop and review Pathway Plans at least every 6 months in conjunction with the senior practitioner and/or team manager.
- Support young people to develop independent living skills and access education, employment, and training.
- Ensure young people have appropriate documentation to access services (e.g., housing, health, benefits).

Service Access and Coordination

- Support young people to access services that meet their individual needs, including housing, health, and education.
- Help identify ongoing support networks and specialist services where required.
- Work collaboratively with professionals involved in the young person's support network.

Accommodation and Practical Support

- Support young people in exploring accommodation options and understanding housing responsibilities.
- Provide practical assistance, such as form completion, developing budgeting skills, and accessing financial entitlements.

Emotional Support and Engagement

- Build positive relationships and maintain regular contact with young people, including face-to-face visits in line with statutory requirements.
- Encourage, listen, and maintain awareness of significant events affecting the young person.

Safeguarding and Risk Management

- Identify and respond to risks, including risks related to health, exploitation, substance misuse, or offending behaviour.



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- Make referrals to safeguarding services when appropriate.

Professional Standards and Record-Keeping

- Maintain accurate and timely records.
- Keep managers informed of any concerns or emerging risks.
- Represent Together for Children professionally at all times.

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.
- Follow Together for Children Sunderland's and NHS ICB's information security standards.
- Actively participate and complete all the required elements of the university degree course.

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

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.



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Undertaking 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.

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;

Use information only for authorised purposes.

Date: February 2026



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Person Specification – Personal Advisor Apprentice

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

Essential Requirements	Method of Assessment
Qualifications: Willingness to undertake the BA (Hons) Integrated Degree in Community & Youth Work (3-year degree apprenticeship). Commitment to developing knowledge and skills relevant to the Personal Adviser role.	Application Form Interview
Experience: Ability to engage effectively with young people and professionals. Experience (lived or professional) that demonstrates an understanding of the challenges young people may face during transition to adulthood. Strong verbal, written and digital communication skills.	Application Form Interview
Awareness of factors affecting young people's wellbeing, including education, employment, housing, and health. Understanding (or willingness to learn) about issues such as mental health, substance use, and social exclusion. Willingness to develop knowledge of the UK asylum process (desirable).	Application Form
Skills and Abilities: Ability to work with young people in planned and responsive situations. Ability to maintain accurate records using digital systems.	Application Form Interview

Ability to organise your time, manage a diary and prioritise tasks with support.

Ability to work independently and as part of a team.

Ability to work with multiple agencies and professionals.

Ability to travel when required to support young people.



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