



Job description

Job Title:	Personal Advisor
Location:	St Martins Place, Slough
Responsible To:	Social Work Team Manager
Salary:	Level 6: £28,831-£32,955 (inc local weighting)

If you're looking for a challenging yet rewarding role, one where you'll be supported every step of the way, Slough Children's Services Trust could be the place for you.

As only the second such Trust to be set up in the country, we're on a journey to turn around children's services in Slough from the low base we started on two years ago to one where children, young people and families experience a more complete and responsive service. We have redesigned the service offered to children and young people by moving away from conventional social work teams and are taking a more systemic approach involving smaller 'Hubs', each led by a Social Work Team Manager and made up of professionals from different disciplines. This new way of working is called Safe, Secure and Successful. It's effective and it's working.

It promises to be quite a journey and we'd love you to join us on it.

Are you passionate about making a positive and lasting difference to children and young people? If you like to think outside the box and work in an agile way, these are the qualities that make Slough Children's Services Trust an employer of choice.

If you're looking for a new challenge and want to be part of an exciting journey to turn children's services around in Slough then come and join us.

Slough is one of the most diverse places in the country outside of London and a great place to live or work. In fact it's the best place to live or work according to a survey by Glassdoor. Pleasant environments, above average salaries and a lower cost of living, mean an increased quality of life for employees. We're also one of the most accessible places to be, nestled on the corner of the M25, M4 and M40, and less than 20 minutes by train to Central London.

Annual Leave Entitlement (1 Apr to 31 Mar)		
Years' Service	Entitlement	Total inc public holidays
<2	25	33
2-5	29	37
>5	32	40

Pension
The Trust uphold the Local Government Pension Scheme (LGPS).

Mileage
The Trust reimburses all business mileage. We currently pay 45p per mile for the first 10,000 miles.

Childcare
If you require childcare, Slough's Children's Centres provide a range of childcare services. The Trust also provide Computershare childcare vouchers and staff may use them at the centres.

To apply for this role, visit: www.scstrust.co.uk/application



Main Accountabilities

- To ensure that Service Users are placed at the heart of the Service, are treated courteously and fairly, and are consulted on all aspects of the service provision.
- To manage and monitor a workload of cases (of Eligible, Relevant, Former Relevant and Qualifying Care Leavers) as directed and organise work activities taking into account the need to prioritise tasks and responsibilities, ensuring statutory and Service responsibilities are undertaken within timescales.
- To attend the young peoples' Care Plan Reviews prior to their 18th birthday, of young people who are in care. To help to draw up the Pathway Plans for young people and to make sure that it develops with the young person's changing needs and that it is implemented.
- To advise, mentor, support and empower young people leaving care aged 18 to 25 years.
- To stay 'In Touch' with young people leaving care from 18 to 25 years old and ensure that they receive the advice and support to which they are entitled.
- To keep in touch with care leavers who do not choose to have face to face contact and offer regular support, and to maintain reviews of their Pathway Plans even if they choose not to attend.
- To promote and maintain relationships with carers and families, wherever possible, during care and when young people leave care.
- To routinely undertake interviews, observations and information gathering and to analyse, summarise and evaluate this information into an assessment of the Care Leavers needs.
- On the basis of young peoples' assessed needs; devise, implement and review the Pathway Plan in conjunction with Care Leavers and significant others.
- To encourage Care Leavers to increase their educational attainments to give greater chances of employment and achievement, and to liaise with schools, colleges and universities to ensure that Care Leavers are given the support and recognition that they are entitled to.
- To take the lead role in liaising and working in partnership with other agencies and services who have compatible duties and obligations to Care Leavers, such as housing services and education departments, Youth Offending Team, Health, Benefits Agency, employment services, voluntary and independent sector providers, promoting multi-disciplinary service provision to Care Leavers.
- To liaise with Housing Providers to determine and acquire the most suitable needs led accommodation, and to support the Care Leaver moving in, equipping and sustaining their home through the use of their Leaving Care Grant.
- To liaise with statutory agencies (e.g. Jobcentre Plus, Housing Benefit) to ensure the financial needs and entitlements of Care Leavers are met.



-
- Maintain up to date and accurate electronic case records in accordance with departmental and statutory requirements, and able to provide concise and accurate information about the Care Leaver's circumstances and plans.
 - Maintain up to date and accurate electronic case records in accordance with departmental and statutory requirements, and able to provide concise and accurate information about the Care Leaver's circumstances and plans.
 - To be aware of the principles of the data protection legislation and of the current partnership codes of practice covering the recording and sharing of information about young people.
 - Develop and maintain good working relationships with other professionals within the Service, and partner agencies to ensure an integrated, holistic and multi-disciplinary approach to the needs of Care Leavers.
 - To carry out the responsibilities of the post with due regard to the Council's Equality Policy to ensure that the diverse needs of Care Leavers are identified and met.
 - To participate in team-based duty rotas as required.
 - Under the direction of the Team Manager undertake specific pieces of work in relation to customer feedback or representations, complaints, multi-agency projects or service developments to improve service delivery.
 - To take responsibility for their own continual professional development by attending supervision, appraisals, team meetings and learning & training opportunities.
 - To work within a flexible framework in order to meet the demands of the Service this will include working outside of the usual 9-5 hours. This will be on a rota basis to ensure that Care leavers are able to access support required in the evenings and at weekends.
 - It should be noted that the duties or tasks associated with the post may change from time to time without altering the general character or level of responsibility entailed and without affecting the grading of the post.



Safeguarding

Slough Children's Services Trust works within the statutory guidance, Working Together to Safeguard Children 2018, and all our policies and procedures can be viewed at:

<https://www.proceduresonline.com/berks/slough/index.html>

Sometimes we may need to share information and work in partnership with other agencies, when there are concerns about a child's welfare. We will ensure that our concerns are discussed with parents/carers first, unless we have reason to believe that such a move would be contrary to the child's welfare.

The GDPR and Data Protection Act 2018 place greater significance on organisations being transparent and accountable in relation to their use of data. All organisations handling personal data need to have comprehensive and proportionate arrangements for collecting, storing, and sharing information.

The GDPR and Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping children and young people safe.

We actively support the Government's Prevent Agenda to counter radicalism and extremism.

Our Designated Safeguarding Lead is Sandra Davies, Head of Quality Assurance and Safeguarding.



Person specification

Competency	No		Essential/ Desirable
Experience	1.1	Experience of direct work with young people and their families.	D
	1.2	Ability to work with challenging and resistant service users	D
	1.3	Record of building sustained relationships with young people and families.	D
	1.4	Experience of working with young people, families and carers, and identifying their needs.	D
	1.5	Experience of implementing service plans on the basis of assessed needs.	E
	1.6	Experience of multi-agency working and using multi-disciplinary resources to meet needs.	E
	1.7	Knowledge of the Children Act 1989 and other relevant legislation affecting young people and of Care Planning Regulations.	E
	1.8	Knowledge of child and adolescent development and the particular difficulties and disadvantages associated with transition to adulthood for children in Public Care.	E
	1.9	Good understanding of development of young people and transitions to adulthood.	E
	1.10	Good knowledge of relevant legislation and should possess a sound demonstrable understanding of human growth and development (in particular being competent in understanding the insecurities faced by looked after children as they make their transition to adulthood).	E
	1.11	Good working knowledge of the range of issues that care leavers might expect to face as they make their transition to adulthood and the legal framework affecting care leavers guidance.	E
	1.12	Ability to adapt approach in the best interests of young people Working knowledge of relevant legislation (Children Act, Care Leavers Regulations, etc)	E





	1.13	Experience of using social work tools and frameworks	E
	1.14	Experience of working with Care Leavers and children in public care.	E
	1.15	- Specific knowledge / experience in respect of Benefits, housing, health, education and employment, emotional, behavioural and relationship difficulties.	E
	1.16	Awareness and understanding of latest research and consultations in respect of Care Leavers.	E
	1.17	Knowledge of theory and practice around change and loss.	E
Skills and Abilities	2.1	Ability to negotiate, challenge and manage conflict	E
	2.2	Ability to exercise individual judgement and to consult where and when necessary	E
	2.3	Innovate and problem solve – open to change of view in response to new information	E
	2.4	Time management and setting and working to deadlines	E
	2.5	Ability to be flexible and responsive to individual needs and use a variety of working and practice tools.	E
	2.6	To identify any shortfalls in services	E
	2.7	Able to listen to and talk with young people and their significant adults	E
	2.8	Able to represent the Council in a professional manner	E
	2.9	Ability to present reports at meetings and to young people	E
	2.10	Ability to use Microsoft Packages and Outlook	E
	2.11	Ability to use electronic case management systems	D
	2.13	Ability to use focussed intervention and communication to improve outcomes for young people	E



Qualifications/ Training	3.1	Qualification in Children/Care work e.g. CQSW, NNEB, NVQ Level 3 in child or Social care, Youth work or equivalent.	E
	3.2	Demonstrate they are working towards a professional qualification. It is desirable that any such professional qualification should be in a children's or youth related field.	D
Other Requirements	4.1	SCST staff have an obligation to understand and put into practice Anti-Discriminatory and Equality Policy	E
	4.2	Ability to travel according to the needs of the job –reflecting the size and largely rural nature of Slough this requires the post-holder to be a licence holder and car owner. As our care leavers are placed across the UK, the role will also involve some out of out of borough visits.	E
	4.3	Ability to perform the duties of the post with reasonable adjustments as required.	E

