



Person specification			
Post title	Personal Advisor	Grade	Pay Band G/ SCP 19-22
Service Area	CHILDREN AND FAMILY	Section/team	Looked After Children/ Care Leavers Team

***** This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months *****

Shortlisting Number	Criteria	Essential\Desirable	Method of assessment
Skills, knowledge, experience			
S1	Ability to embrace KMBC Values	E	A, I
S2	Extensive experience of working with children and young people in a voluntary or paid capacity	E	A, I
S3	Possess a sound demonstrate understanding of human growth and development, and ability to assess the individual needs of young people	E	A, I
S4	Evidence a working knowledge of children looked after and care leavers, with specific reference to understanding the issues faced by looked after children and transition to adulthood.	D	A, I
S5	Evidence an understanding of and ability to work within the legal and leaving care policy framework	E	A, I
S6	Ability to engage with and form appropriate professional working relationships with young people on an individual basis and in group settings, and their families.	E	A, I
S7	Ability to establish and maintain links and work in partnership with children, young people, their families, partner agencies and colleague professionals and evidence experience of effective multi agency working.	E	A, I
S8	Evidence a knowledge of the roles and responsibilities of partner agencies to support multi agency working.	E	A, I

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S9	Ability to deal with challenging and difficult behaviour and situations in a positive and professional manner	E	A, I
S10	Planning and implementing individual programmes for children and young people, and their families as appropriate	E	A, I
S11	Helping children, young people and their families to express themselves, and have their voice heard	E	A, I
S12	Facilitating, enabling, guiding and motivating children and young people to learn through interaction and through leisure activities	D	A, I
S13	Be aware of issues with regard to equal opportunities and anti discriminatory practice and to act accordingly	E	A, I
S14	Skills in examining own work and development of further abilities through supervision and other training opportunities	D	A, I
S15	To have an understanding of the social, physical, sexual, intellectual and emotional needs of children and young people	D	A, I
S16	To be able to work effectively in a team	E	A, I
S17	Experience of managing financial arrangements and being responsible for handling money.	D	A, I
Personal attributes and circumstances			
P1	Integrity - ability to be open and honest, to maintain high standards of personal behaviour and display strong moral principles	E	A, I
P2	Accountability - willingness to take personal responsibility for your actions and decisions, and to understand the consequences of your behaviour	E	A, I
P3	A demonstrable willingness to share information and work with other people.	E	A, I
P4	Respect - a strong desire to treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can	E	A, I
P5	Required to have a current full driving licence and access to personal transport	E	A
P6	To be available to work a pattern of rostered hours between 7.00am to 10.30pm	E	A
P7	Ability to demonstrate the necessary personal qualities, to become an effective professional with the ability to advocate for the young person so they are	E	A, I

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	supported to reach their potential		
Communication			
C1	Must have excellent verbal communication skills and experience of communicating appropriately to a variety of settings, e.g. with colleagues at all levels, young people and their families and staff of other departments and agencies	E	A, I
C2	Must have excellent literacy skills of a sufficient quality to produce clear, concise and appropriate written communications for a variety of purposes, e.g. care and action plans, statutory reviews, planning meetings, and day to day recording	E	A, I
Qualifications			
Q1	NVQ 3 in Care (GSCC recognised), or ability to work towards NVQ 3	D	A
Q2	Teaching, Connexions, Careers, Social Work Qualification or willingness to work towards similar qualification.	D	A
Health and safety			
H1	Ability to use equipment as instructed and trained	E	A
H2	Ability to inform management of any health and safety issues which could place individuals in danger	E	A, I

A = Application form **C** = Certificate **E** = Exercise **I** = Interview **P** = Presentation **AC** = Assessment Centre **T** = Test

Date	Approved by authorised manager	Designation
November 2021	Claire Cashmore	Care Leavers Team Manager

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Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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