

ROCHDALE BOROUGH COUNCIL

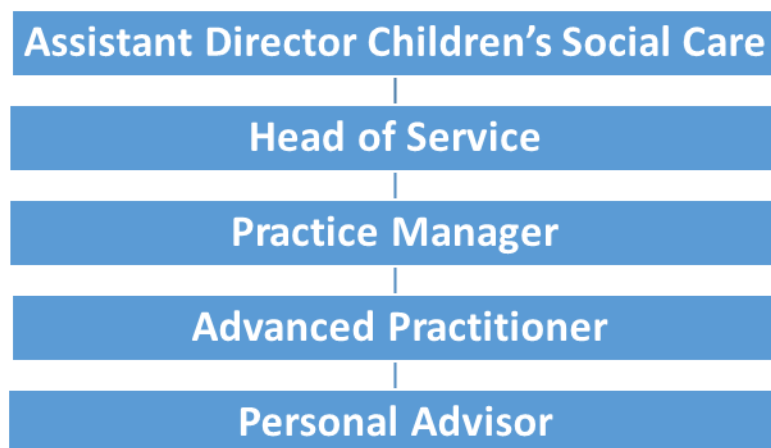
JOB DESCRIPTION

SERVICE:	Children's Social Care
SECTION:	Cared for Children Service
LOCATION:	Fashion Corner, 57-59 Drake Street, Rochdale
JOB TITLE:	Personal Advisor
POST NUMBER:	125523
Grade:	6
Accountable to:	Step Ahead Service, Practice Manager
Accountable for:	None
Hours of Duty:	37 flexible working hours in accordance with the needs of the service.
Any Special Conditions of Service:	The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council.

This post is not Politically Restricted in accordance with the current regulations (*delete as appropriate*)

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

To work within the Step Ahead Service to provide support and assistance to young people preparing to leave care and meet the responsibilities of the Local Authority for young people 16 years and over who have entitlement under the Children Leaving Care Act (2000). The Personal Advisor plays a key role in supporting young people with their transition to adulthood and assists them to live an independent life in their community.

The post holder must establish and maintain positive relationships with young people to support them to prepare for adulthood; working proactively with appropriate partner agencies to assess the individual's needs and ensure young people have positive outcomes.

Additionally the post holder must be able to deliver high quality support for young people, managing existing and future risks through assessment, and creating plans which ensure the individual needs of young people are appropriately considered. This will include assisting young people to engage with support services provided by both statutory and voluntary agencies, thus ensuring that the young person is appropriately supported and therefore able to contribute actively in the community.

The post holder will work with partner agencies to provide advice and expertise to promote the service and represent the rights and needs of young people

Control of Resources

Personnel

To be responsible for the direction, support and motivation of self.

Financial

To work in accordance with the financial regulations and procedures of the Authority. To assist in organising and facilitating financial payments to care leavers which have been agreed by the Practice Manager including the supervision of spending and agreed payments. To undertake petty cash claims and record purchase card transactions.

Equipment/Materials

To be responsible for the safe use, control and maintenance of equipment/ furniture/ materials used by the post holder.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council. To work within the council's Lone Working Guidance Policy

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Colleagues across the Council, elected members, Partner Agencies, voluntary sector, service users, carers and local community groups / organisations.

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.
- (iii) Perform his/her duties in accordance with the Relevant legislation & guidance for Care leavers
- (iv) Ensure that the Council's Statutory requirements and policies are carried out efficiently, effectively, economically and in a fair impartial manner.

Values and Behaviours

Approach the job at all times using the values set out below

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply these values and associated behaviours at all times.

Principal Duties

1. To fulfil the requirements of the Children (Leaving Care) Act 2000, having case holding responsibility for some young people and joint working others.
2. To support young people in successfully leaving the care of the Local Authority, promoting independence, providing practical support and maximising life opportunities.
3. To support young people in all areas of their lives including physical/mental health, forming relationships, developing life skills, keeping safe, education/training/employment and accessing appropriate housing.
4. To undertake holistic assessments with young people to produce effective plans of support/intervention that respond to their individual needs, identifying and reducing their vulnerability to risk situations
5. To participate in the review of Pathway plans of young people until they are 18 years of age and implementation and revision of the pathway plan following the young person's 18th birthday determining suitable adjustments to ensure that young people are able to achieve their agreed goals
6. To work with young people to promote their welfare and ensure their views and wishes are considered when undertaking assessments, developing Pathway Plans and reviews.
7. To make all necessary representations and undertake where necessary advocate on behalf of a care leaver to ensure their needs are met, entitlements are claimed and their Pathway plan is implemented.
8. To co-ordinate the provision of services identified via the Pathway Plan for young people over the age 18 and take all reasonable steps to ensure the young person makes use of such services.
9. To keep informed of the young person's progress and circumstances and take positive steps to 'keep in touch' with former relevant young people and to report appropriately.
10. To promote young people involvement in their own planning and in the delivery of services.

11. To identify packages of support for young people living in the community and supervise and monitor the delivery of tasks in accordance with the pathway plan to meet young person's needs.
12. To ensure that young people receive appropriate financial support and work with young people to develop their financial management skills with a view to them becoming responsible for their own budget.
13. To advise and practically support young people to gain access to appropriate accommodation
14. To be fully aware of the principles of safeguarding as they apply to vulnerable children and young people
15. To take necessary action to address any safeguarding concerns.
16. To work in a flexible manner to provide advice, practical assistance and support to young people to enable successful transitions
17. To maintain electronic records, documents, correspondence and forms in accordance with service standards
18. To establish and maintain links with range of Health, Education, Employment, Training and Housing providers.

Secondary Duties

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).
- 3 Demonstrate Personal commitment to continuous self development and service improvement
- 4 To understand confidentiality and data protection within the role.
- 5 To comply with formal supervision arrangements.
- 6 To understand the impact of trauma, neglect, and early adversity on children and young people as they progress through their adulthood
- 7 Through personal example, demonstrate an open commitment and clear action, to ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications

Job Description prepared by Verity O'Farrell Date October 2025

Agreed by Postholder _____ Date _____

Supervisor _____ Date _____

Service Director _____ Date _____

**Rochdale Borough Council
Person Specification**

Service :	Children's social care	Post:	Personal Advisor
Section :	Cared for Children	Post Number :	
Job Ref:		Grade:	6

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Essential criteria	How Identified: AF Application Form I Interview A Assessment
(a) Qualifications and Experience	
1 What experience of working with children and young people between the ages of 16 and 25 do you have?	AF/I
2 What experience of developing positive working relationships with vulnerable young people who may be in crises and in difficult circumstances do you have?	AF/I
3 What experience in engaging young people in problem solving and planning do you have?	I
(b) Skills and Knowledge	
4 What is your awareness of the statutory processes affecting outcomes for Cared 4 Children and Care Leavers?	I
5 What is your awareness of the Local Authority's statutory responsibilities relating to vulnerable children and young people?	AF/I
6 What knowledge of the Children Leaving Care Legislation do you have?	AF/I
7 What is your knowledge of the independence training and preparation?	I
8 How would you respond both positively and professionally to young people including at times of crisis?	I
9 What abilities to effectively communicate verbally, electronically and in writing to young people, colleagues and health, education and housing partners do you have?	AF/I
10 What abilities to assess independence readiness, assess needs and develop plans to address identified needs do you have?	I
11 Please give details of how you develop effective key working relationships with young people and maintain relationship throughout key transition points	I
12 Please give details of your ability to work with other team members and other colleagues in a collaborative, supportive way.	I
13 How have you participated in assessing risks and producing action plans in relation to safeguarding	AF/I
14 What abilities do you have to prioritise your own workload and ability to work to a tight deadline?	I
(c) Behaviours and Values	
11 Approach the job at all times using the values set out below: <ul style="list-style-type: none"> • Proud of the difference we make • Passionate about the diversities of the Borough • Pioneering and Open in our Approach 	AF/I

Please confirm you are willing to adhere to these values and behaviours.	
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