

Title Achievement Adviser Coordinator	Department Children and Families	Post Ref.
Job Purpose To manage the operational running of a team of Achievement Advisers who co-work with Care Leavers to promote their access to education or training provision tailored to their needs, raise their aspiration and enhance their employability potential.		
Key Responsibilities <ol style="list-style-type: none">1. To encourage coproduction of employment, education and training opportunities for Care Leavers with local businesses and educational establishments including the Virtual School2. To coproduce work experience and employment opportunities for looked after young people and young adults within Nottinghamshire County Council, it's suppliers and local voluntary establishments3. To develop positive relationships with other relevant agencies to promote access of opportunity to Care Leavers, particularly those with additional barriers to employment and work in partnership with them.4. To manage the quality of quarterly reporting of Care Leaver employment, education and training activity and present to senior managers.5. To resolve any service delivery issues within available resources, and to be flexible and creative with existing resources.6. Develop and deliver targeted employability group sessions as required to particularly vulnerable groups for example, young parents, young offenders, and UASC.7. Supporting Achievement Advisers to undertake baseline assessments and planning interventions.8. Ability to quality assure the assessments of team members.9. To keep up to date case notes and written records of work activity ensuring that all records and documents are managed in accordance with Departmental policy and guidance.	Key Accountabilities <ol style="list-style-type: none">1. To manage the professional development of Achievement Advisers.2. To ensure that the Achievement Adviser team is moving looked after young people and young adults leaving care into pathways that allow them to retain or regain EET status, where possible.3. To ensure that the Achievement Adviser team are completing data reporting as required.4. To ensure that the Achievement Adviser team operates in a culture of aspiration, learning and encouragement for looked after young people, young adults and colleagues.5. To ensure the Achievement Adviser team operates within the framework of the Children Act Guidance and Regulations.6. To ensure that the Achievement Adviser team operates within departmental confidentiality and data protection policy and guidance7. To promote and manage safeguarding within the Achievement Adviser team in line with departmental policies and procedures8. To promote and manage safe working within the Achievement Adviser Team in line with departmental health, safety and wellbeing policies and procedures9. To ensure looked after young people and young adults focussed budgets are used appropriately	

<p>10. To be committed to the vision and principles of the <i>Nottinghamshire's Children, Nottinghamshire's Future</i> practice model, and the current Looked After Children strategy, and delivering the Education, Employment & Training aspiration of the care Leaver offer.</p> <p>11. To act as a professional exemplar in carrying out the above duties with a can-do, looked after young people and young adults focussed attitude.</p> <p>12. To work flexibly to meet service user needs including unsocial hours as required.</p> <p>13. To improve the performance of staff under line management by maintaining communication with staff and providing the appropriate support and guidance.</p>	
The post holder will perform any duty or task that is appropriate for the role described	

Person Specification

<p><i>Education and Knowledge</i></p> <ol style="list-style-type: none"> 1. Full UK driving licence. 2. Educated to NVQ Level 3, including GCSE or equivalent Maths or English. A qualification in education, employability and training guidance would be desirable. 3. Knowledge of legislation and the ongoing national conversation around provision of education, employment and training for Care Leavers. 4. Knowledge of national further and higher education provision and policies. 5. Knowledge of Looked After Children and Care Leaver pathways within Nottinghamshire County Council and partner agencies. 6. Knowledge of young people and young adults safeguarding policy and procedures. 	<p><i>Personal skills and general competencies</i></p> <ol style="list-style-type: none"> 1. High level of personal drive and commitment to outstanding outcomes for Care Leavers, setting an excellent example for other staff. 2. Strong interpersonal skills to gain the agreement and acceptance of others including Care Leavers, colleagues, senior managers and external partners. 3. Effective verbal and written communication. 4. The ability to manage the team towards key outcomes, able to provide a positive example by working efficiently, thinking about and taking actions to anticipate opportunities and deal with emerging issues. 5. Ability to collate and analyse complex data sets related to employment, education and training opportunities and uptake. 6. Ability to identify issues which could impact on service delivery and develop a number of options to mitigate these issues. 7. Ability to meet agreed objectives and deliver targets by the effective use of resources and ensure that staff are deployed as efficiently and effectively as possible.
<p><i>Experience</i></p> <ol style="list-style-type: none"> 7. Experience of supporting young people and young adults through Looked After Children and Care Leaver pathways. 	

<ul style="list-style-type: none"> 8. Experience of management of a young person or young adults focussed team within a local authority desirable. 9. Experience of working with external agencies to build better outcomes for young people or young adults. 10. Experience of working with local businesses and educational establishments to support the transition into employment, education or training 11. Experience of managing internal and external relationships within a local authority. 	<ul style="list-style-type: none"> 8. Able to ensure that staff are deployed as efficiently and effectively as possible, in line with Care Leavers' needs, changing priorities, national changes and performance levels. 9. Ability to make clear, well evidenced decisions in order to make a positive difference to a Care Leaver's outcomes and work in partnership with colleagues from a range of different agencies to ensure children and young people are safely maintained in their environment. 10. Commitment to anti-discriminatory and anti-oppressive practice with children, their carers and colleagues regardless of race, gender, age, disability, sexuality or religion. 11. Representing NCC with external agencies, stakeholders and commercial enterprise. 12. Commitment to own professional development and that of the team.
<p><i>Role Dimensions</i></p> <p>The position will report to a Social Work qualified Team Manager within the Leaving Care Service</p> <ul style="list-style-type: none"> 12. To be responsible for the leadership and management of Achievement Adviser team within the Leaving Care Service, within an identified budget. 13. To have direct line management responsibility for four Achievement Advisers. <p><i>Please attach a structure chart</i></p>	

Date 20.12.2019

Structure Chart

