

Title	Department	Post Ref.
Achievement Adviser	Children, Families and Cultural Services	
Job Purpose To promote the access of looked after children (16/17yr olds) and care leavers aged 18 - 24 years to appropriate employment, education and/or training provision that meets their needs, raises aspirations and enhances employability potential.		
Key Responsibilities <ol style="list-style-type: none"> 1. To identify those 16/17 yr. old looked after children and 18 – 24 yr. old care leavers who are Not in Education, Employment or Training (NEET) and contribute to Personal Education Plans (PEPs), Employability Assessment PEPs, Pathway Plans or other assessments to raise aspirations and support young people in reaching Education, Employment and/or Training goals. 2. To contribute to and develop the Achievement Service offer as part of Nottinghamshire's Local Offer for Care Leavers 3. To develop protocols as required with local Job Centre Plus and DWP that aim to prevent benefit sanctions and support the goal of Job Centre Plus in getting young people into work/appropriate training. 4. To develop work experience and employability opportunities within NCC, its' suppliers, local businesses, national organisations and the voluntary sector to enable young people to enter the world of work. 5. To support Further and Higher Education opportunities by reviewing and implementing the Department's financial policies to support these students. 6. To provide advice, guidance and information to Social Workers (for 16/17 yr. olds), Personal Advisors (18 – 24 yr. olds) and other appropriate colleagues regarding the variety of EET opportunities. 7. To assist, develop and deliver individual/group sessions or drop in sessions with young people/staff to address specific EET 		Key Accountabilities <ol style="list-style-type: none"> 1. To participate fully in supervision, appraisals (EPDR) and provide observations as part of personal development and support. 2. To maintain a current knowledge and awareness of policy, procedure and practise in the post-holders' field of work. 3. To ensure all services delivered consider diversity and promote social justice. 4. To act within the ethos, principles, policies and procedures of the Corporate Parent and undertake duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post as described, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms. 5. To promote safeguarding in line with departmental policies and procedures and post-holders' duties and responsibilities. 6. To work within departmental confidentiality and data protection (GDPR) policy practice and guidance. 7. To carry out duties in line with department policies as relevant to post-holder such as health and safety, absence management. 8. To promote a culture of aspirational learning, support and encouragement.

<p>issues such as job search, CV writing, interview skills, and other activities to promote aspiration and employability among care leavers particularly those who are NEET.</p> <ol style="list-style-type: none"> 8. Develop and deliver targeted employability group sessions as required to particularly vulnerable groups for example, young parents, young offenders, and unaccompanied asylum-seeking children (UASC). 9. To develop links and work in partnership/co-production with other relevant agencies to promote access of opportunity for 16/17 yr. old looked after children, and 18-24 yr. old care leavers, particularly those with additional barriers to opportunities within the world of work. 10. To work flexibly to meet service user needs including unsocial hours as required. 11. To assist the Personal Advisors to assess young peoples' needs and deliver appropriate plans to support young people to achieve their EET goals. 12. 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. 13. To develop and maintain data of NEET and EET activity and provide quarterly reports to the Line Manager, as well as record and provide DfE required statistics around EET/NEET. 14. To work to achieve the specific aims and objectives of the Leaving Care Service and the Children, Families and Cultural Services Strategic/Service Delivery Plans. 15. To maintain effective liaison, partnership working and communication with relevant agencies and organisations and promote to them positive around opportunities for looked after children and care leavers. 	<ol style="list-style-type: none"> 9. To attend team meetings, service events and other events as required or as directed by Line Manager. 10. To deliver services within legislation and framework around children in care and care leavers including all relevant guidance and regulations. 11. To actively participate in the professional development of self and others and engage with relevant and mandatory training opportunities. 12. Responsibility for identifying and recording financial support packages for young people accessing EET in order to seek authorisation with Line Manager, and process payments electronically or via petty cash.
<p>The post holder will perform any duty or task that is appropriate for the role described</p>	

Person Specification**Education and Knowledge**

1. Full driving licence and access to a vehicle for business purposes (unless disability precludes this)
2. Educated to NVQ Level 3 including GCSE or equivalent Mathematics and English.
3. Knowledge and understanding of the adult pathways to learning and knowledge of the barriers faced by young people in to EET and methods of working to overcome these.
4. Knowledge of direct work with disadvantaged young people aged 16 – 24 yrs. old, particularly around EET and adult learning.
5. Knowledge on how to develop relationships with young people and delivering effective group work.
6. Understanding of partnership working.
7. Knowledge of key related agencies and organisations.

Experience

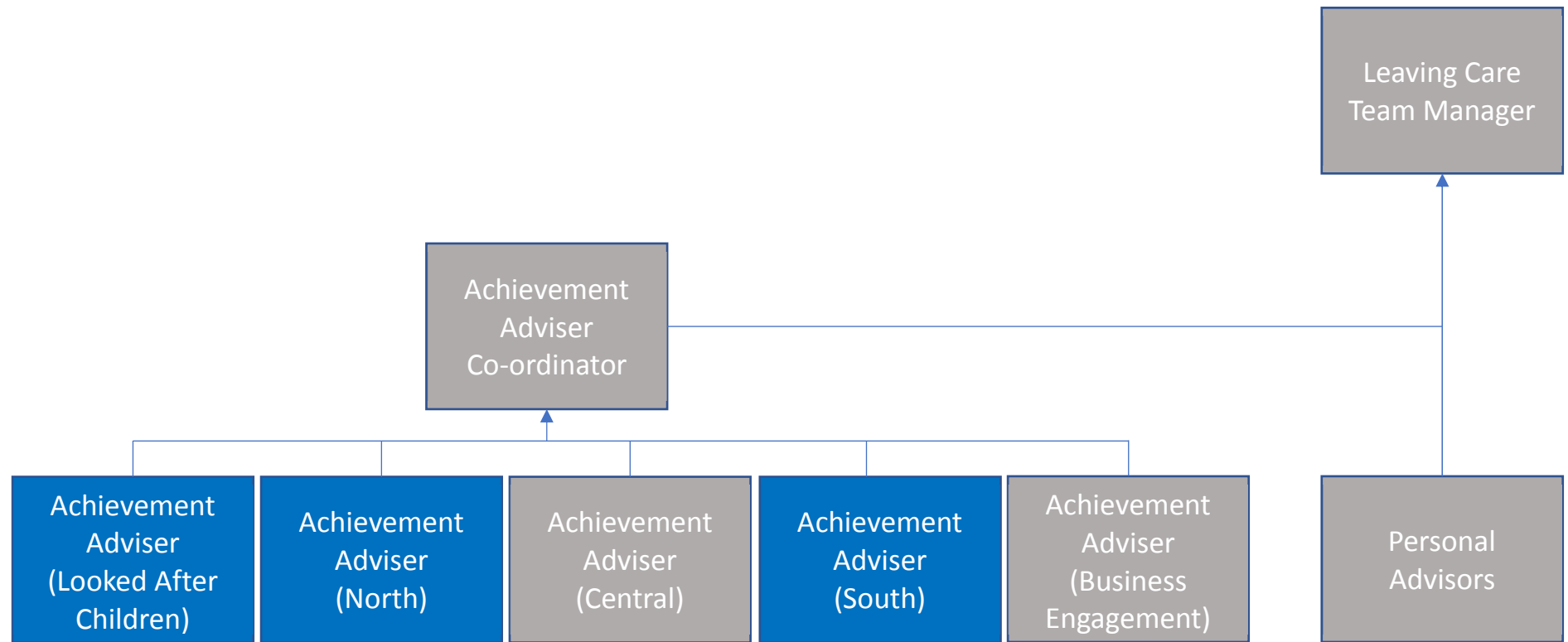
8. Experience of direct work with disadvantaged young people aged 16 – 24 yrs. old, particularly around EET and adult learning.
9. Experience on how to develop relationships with young people and delivering effective group work.
10. Demonstrate the ability to move young people in to EET successfully and supporting them to maintain this.
11. It is desirable to have experience in supporting looked after young people and/or care leavers.

Personal Skills and General Competencies

1. Puts into practice the Council's commitment to excellent customer care.
2. Works efficiently, effectively and actively looks for ways of improving services and outcomes for customers.
3. Works well with colleagues but also able to work on their own initiative.
4. Shares the Council's commitment to providing a safe environment for customers and staff, whilst treating all with respect and consideration
5. High level of personal drive and commitment to excellent customer care.
6. The ability to engage and motivate young people who may present challenging behaviour.
7. Good written and verbal communication skills, including ICT skills and the production of data for reporting purposes.
8. The ability to advocate on behalf of young people and work collaboratively with others including positive challenge as necessary.
9. Effective analytical, organisational and interpersonal skills relevant to the post.
10. The ability to work as part of a team.
11. The ability to identify relevant stakeholders and encourage them in developing opportunities for looked after children and care leavers.

Role Dimensions

12. The position will report to the Achievement Adviser Co-ordinator within the Leaving Care Service



Date: 14th August 2020

Tier 7 - Frontline Roles