



Post Title: Personal Advisor-Leaving Care Team
Grade: F

Job Purpose

To promote the Council's vision, values, aims, objectives, and priorities actively and effectively, putting our citizens first through the delivery of best value services.

To provide high-quality, person-centred support to young people leaving care, enabling them to successfully transition into independent adulthood. The role will involve holding a caseload of Children in Care and Care Leavers, developing and delivering tailored pathway plans, and offering practical, emotional, and developmental support.

The Personal Advisor will work collaboratively with multi-agency partners to ensure young people are safeguarded, have access to appropriate services, and are supported to achieve positive outcomes in education, employment, housing, health, and wellbeing. The role focuses on empowering young people to build resilience, develop independence skills, and sustain long-term stability.

Individual Leadership Expectations

As an Officer of the Council, you will be expected to demonstrate our core behaviours, linked to the following four themes:

- **Individual Leadership:** by putting our citizens and customers first, delivering against your objectives, helping to set direction, and putting forward ideas for improvements.
- **Equality Diversity & Inclusion:** by ensuring we consider the needs of all NCC citizens in our work, show respect for others, upholding and adhering to the Council's Code of Conduct.
- **Change & Innovation:** by being creative, delivering change when needed, sharing problems, and helping to bring forward suggestions for improvements.
- **Collaboration:** by working well with others, identifying the needs of colleagues and others to deliver great services and by being a good communicator who works well with a range of audiences.

Specific Duties

1. Actively promote and embed Equality, Diversity, and Inclusion through all actions and in accordance with the organisation's EDI strategy and objectives.
2. Contribute to our corporate responsibility in relation to climate change by taking action and limiting the carbon impact of activities within your role and championing this work.
3. Hold and manage a caseload of Children in Care and Care Leavers, ensuring statutory responsibilities are met in line with relevant legislation and guidance.



4. Develop, implement and regularly review Pathway Plans, ensuring they are person-centred and reflect the individual needs, aspirations and risks of each young person.
5. Provide practical, emotional and social support, helping young people develop the skills needed for independent living, including budgeting, tenancy management and accessing education or employment.
6. Work directly with young people to build trusting relationships, offering consistent support and advocacy to promote positive outcomes.
7. Identify safeguarding concerns and take appropriate action to protect young people, escalating issues in line with safeguarding procedures.
8. Liaise effectively with multi-agency partners including social care, housing, education, health services and voluntary organisations to coordinate support and services.
9. Support young people to access and sustain accommodation, education, training and employment opportunities.
10. Maintain accurate, timely and high-quality case records, reports and assessments, ensuring compliance with organisational standards and regulatory requirements.
11. Signpost and refer young people to specialist services, including mental health, substance misuse and immigration support where appropriate.
12. Undertake visits within and outside the local area as required, ensuring regular face-to-face contact to review progress, assess wellbeing and update plans.

**Numbers and grades of any staff supervised by the post holder:
NONE**

All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way. All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer; the responsibility level of any other duties should not exceed those outlined above.

***This template is to be used for grades NCC-A1 up to NCC-H2 inclusively**



Produced by: Paula Bexon- Director of Children's Integrated Care

Date: May 2026



Job title:

AREA OF RESPONSIBILITY	REQUIREMENT	MEASUREMENT		
		A	AC	D
Individual Leadership	Takes personal accountability for own development.		✓	
	Drive and motivation, ability to deliver against challenging objectives.	✓	✓	
Change and Innovation	Confidence and ability to put forward ideas for change.		✓	
	Ability to be creative, to be able to identify problems and work to create solutions.	✓	✓	
Collaboration	Evidence of working successfully in partnership across different sectors, building and maintaining good working relationships.		✓	
	Evidence of actively working with others to improve collaboration internally and externally.	✓	✓	
Equality, Diversity, and Inclusion	An understanding of why it's important to consider equality, diversity, and inclusion in all that we do.	✓	✓	
	Demonstrating personal commitment to the equality, diversity and inclusion challenges faced by our workforce and Nottingham's people.			
Technical Skills and Knowledge	Knowledge of relevant legislation and statutory guidance, including the Children (Leaving Care) Act 2000, Children Act 1989/2004, and responsibilities relating to Unaccompanied Asylum-Seeking Children (UASC).	✓	✓	
	Understanding of Pathway Planning processes and the ability to develop, implement and review outcome-focused plans for young people transitioning to independence.	✓	✓	
	Competence in case management systems and record-keeping, ensuring accurate, timely and compliant documentation of assessments, visits and interventions.	✓	✓	
	Knowledge of safeguarding frameworks and risk assessment processes relating to children, young people and vulnerable adults.	✓	✓	
	Understanding of key practice areas including housing, education, employment, benefits and immigration systems, and how these impact care leavers.	✓	✓	
	Full UK driving licence and access car insured for business use	✓		



	Demonstrates strong leadership in safeguarding practice by ensuring that all team members understand and comply with safeguarding principles and procedures relating to children and vulnerable adults. Able to identify and escalate potential signs of abuse or neglect and ensures appropriate action is taken in line with the Nottingham City Council Safeguarding Policy. Embeds a proactive safeguarding culture within the team by promoting professional curiosity, providing guidance, and ensuring that the welfare and protection of children and vulnerable adults are prioritised in all service delivery.	✓	✓	
	Undertake other duties within the general scope of the post.	✓		
	In accordance with Part 7 of the Immigration Act 2016 (Fluency Duty), the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.	✓		
	Take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness	✓		
	Willing to work flexibly and outside normal office hours.	✓		
	Must be willing to undertake a DBS check at the appropriate level.	✓		
Qualification requirement	A recognised qualification at Level 3 or above (or equivalent) in a relevant field such as Health, Social Care, Children and Young People, Education or Community Support. Or Demonstrable experience of working with children, young people or vulnerable individuals in a social care, education or community setting, including supporting development, independence and transition to adulthood.	✓		✓
A - Application	AC – Assessment Centre	D – Documentary		