



Personal Advisor - Supporting Your Future

Salary: Band 7, £32,061- £36,363 per annum

Hours: 37 hours per week

Contract: Maternity Cover - 1 Year Fixed Term Contract or until substantive post holder returns

Portsmouth City Council is committed to keeping the welfare of children and young people paramount and expects all staff and volunteers to share this goal. We are restorative in all we do, working closely with partnership agencies to provide high challenge and high support, building strong relationships between practitioners and their families.

DBS Disclosure at Enhanced level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

Every post is subject to PCC and Portsmouth Safeguarding Children Partnership safer recruitment procedures.

The Service

The Supporting Your Future team works with Care Experienced Young People aged 16 - 25 to support them through to independence or reunification to their families. This is an exciting and privileged opportunity to support children and young people in their journey to independence and help them to build a positive future for themselves.

Why would you come to work at Portsmouth:

We value diversity and work with people in a way that respects and acknowledges difference.

We are Person Centered; empowering people to make informed choices and respecting their needs and wishes in equal measure.

We are committed to open and honest engagement recognising the power imbalance. We will do this by, ensuring the children and families we work with maximise their potential and achieve the best possible outcomes available to them.

We offer:

- A two week induction and an ongoing package of Training
- Excellent administrative support for all staff
- A manageable caseload
- Effective leadership and support, with regular supervision



- We are committed to supporting our staff in a nurturing environment and the successful candidate will have opportunities via training and supervision to progress their career.

What is this role?

The post holder will be responsible for supporting young people aged 16 to 25 to develop the independent living skills and emotional resilience necessary for a successful transition to adulthood. Initially this will be working alongside the young persons allocated social workers until they turn 18. Then you will support them to access and maintain Employment, Education or Training and help them with any benefit claims. You will provide practical and emotional support to enable them to move into and maintain a tenancy. You will support young people to develop and strengthen all the skills necessary for successful independent living and help them to achieve their life goals. This role will be as varied as the young people we support .

Who is the person?

You will:

1. Be passionate about working with young people, be aspirational and curious, wanting the very best for them and motivated to achieve good outcomes.
2. Be approachable, supportive, flexible and responsive.
3. Be able to develop and sustain positive, effective relationships with young people, their families and professionals.
4. Have the ability to challenge appropriately (young people and other professionals).
5. Have the capacity to work effectively alone and as part of a team and actively encourage inter team support.
6. Be able to assess and manage support needs and risks, balancing the need for a young persons development alongside safeguarding responsibilities.
7. Have excellent literacy and numeracy skills. Be clear and accurate in written work, reports and present evidence in a clear and concise way.
8. Be someone who enjoys a busy atmosphere who can cope with competing demands and the stresses that comes with them.
9. Be computer literate, comfortable using MS word, Outlook and other software
10. Have skills in tact and diplomacy, be someone who is able to empathise with service users.
11. Be able to consolidate learning in to working practice. Be reflective and resilient in their practice.
12. Preferable to be educated to degree level, but if not evidence of post 18 training or development.
13. Understand the importance of confidentiality.
14. Have knowledge and an understanding of working with challenging young people with a spectrum of needs and abilities.

15. Be able and willing to drive for work as you will need to take young people to appointments and visit your client group who may be out of the city.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

This role is eligible for a DBS check and the DBS have published a privacy notice to ensure individuals are fully informed of the use of their personal data; their rights and that Portsmouth City Council are meeting the necessary requirements when submitting DBS checks. It is important that you read and understand this privacy policy before any application is submitted to the DBS.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.