

## Job Description

Job Title: Youth Progression Advisor

POSCODE: Youth Progression Advisor

Grade:6/S01

### Overall purpose of the job

To support young people who are not in education employment or training (NEET) or are at risk of NEET and through information, advice and guidance enable them to re-engage and participate in a range of opportunities, enabling them to make a positive transition to adulthood.

Using information, advice and guidance skills, take a lead role in providing pre to post 16 transition support to the most vulnerable young people.

Support retention in post 16 learning through negotiation and partnerships with a wide range of agencies, including school/college, training providers and other supporting organisations.

### Main accountabilities

	<b>Main accountabilities</b>
1.	<p><b>Manage a caseload of young people who are Not in Education Employment or Training (NEET) who are facing a range of barriers preventing them from transitioning into Education/Employment or Training (EET)</b></p> <ul style="list-style-type: none"><li>• Provide focussed NEET support to targeted groups of vulnerable young people including those in alternative education, electively home educated, children in care, care leavers, teenage parents, young people with SEN and social care.</li><li>• To provide targeted individual and group interventions with young people to enable their needs to be met where community-based support is insufficient to improve outcomes, including reducing risk and building resilience.</li><li>• To work in partnership with the young person and there to strengthen their capacity to manage difficulties, meet needs, and manage risk, and enable young people and to effectively utilise available support within their family and community networks.</li><li>• To manage a caseload of young people who are at risk of NEET and NEET, identifying their needs, supporting them with benefit queries, assisting with job search activities, access to re-engagement programmes and opportunities in learning.</li><li>• Assisting young people to make plans, implement their next step and review progress.</li><li>• Delivering through drop-in centres, outreach and work in partner agencies involving 1:1 and group work activities tailored to meet the individual needs of young people.</li></ul>

	<ul style="list-style-type: none"> <li>• To work with young people in a variety of locations including their homes, schools, and the community; offering support and guidance to plan, implement next steps, and review progress into EET.</li> <li>• To contribute to the identification of young people who are of statutory education age at risk of NEET, support them to access independent Careers Information, Advice and Guidance.</li> </ul>
2.	<b>Partnership Working</b> <ul style="list-style-type: none"> <li>• Link with training providers, employers, voluntary organisations, young peoples supported accommodation and other agencies including Job Centre Plus to support young people back into education, employment or training.</li> <li>• Develop a detailed knowledge of the education and training landscape to provide consultation, support and advice on education, employment and training issues to relevant colleagues across Cambridgeshire County Council.</li> <li>• To develop positive and constructive relationships with a range of partners from secondary, alternative and post 16 provision, supported accommodation, job-centre plus and others as appropriate, in order to identify, monitor and support at risk of NEET and NEET young people.</li> </ul>
3.	<b>Statutory Reporting</b> <ul style="list-style-type: none"> <li>• Maintain up to date and accurate client records that meet statutory requirements to support the council to comply with its statutory duty to report NEET and unknown data to the Department of Education including; <ul style="list-style-type: none"> <li>• Recording the September Guarantee</li> <li>• Delivery of the Annual Activity Survey</li> <li>• Case recording and practice guidance</li> </ul> </li> </ul>
4.	<ul style="list-style-type: none"> <li>• Ensure information on a wide range of lifestyle issues, volunteering and positive activities and opportunities in education, employment and training are kept up to date in the drop-in centres across a range of Child and Family Centres and that young people are aware of how they can access information online.</li> <li>• To promote young people's voice and collaboration by collecting feedback on service delivery to support influencing change and developing future services to promote young people's voice and collaboration by collecting feedback on service delivery to support influencing change and developing future services</li> </ul>
5.	<b>To demonstrate a commitment to continuous improvement.</b> <ul style="list-style-type: none"> <li>• Keep up to date with information and professional development.</li> <li>• Contribute to the development of effective systems.</li> <li>• Access training and development opportunities.</li> </ul>

	<ul style="list-style-type: none"> <li>• Contribute to continuous improvement processes and quality standards.</li> <li>• Keep up to date with post 16 opportunities in learning and re engagement programmes</li> <li>• Keep up to date with the benefit system and how they affect young people and families</li> <li>• Contribute to the Our Conversation process</li> </ul>
10.	Demonstrate an awareness and understanding of equality, diversity and inclusion.
11.	Ability to contribute to our commitment of becoming a Net Zero organisation by 2030.
12.	<p><b>Safeguarding commitment</b> <i>(Include for roles involving work with children/vulnerable adults)</i></p> <p>We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.</p>

## Person Specification

### Qualifications, knowledge, skills and experience

Qualifications Required	Subject	Essential/ Desirable
Educated to Key Skill Level 2: 5 GCSEs at Grade C or above; NVQ level 2; or equivalent	Qualifications to include English and Maths	<b>Essential</b>
Key Skill Level 3: 2 'A' levels (4 AS Levels), NVQ level 3 or equivalent in Guidance or other relevant qualification	Guidance or other relevant qualification	<b>Essential</b>
Educated to Key Skill Level 4: Bachelor's degree; HNC; HND NVQ level 4 or equivalent in Guidance or other relevant qualification	Guidance or other relevant qualification	<b>Desirable</b>

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
<b>Knowledge</b>		
Awareness of other support for young people, e.g. careers, youth work, voluntary sector, health, social services, education and youth justice.	Engagement with partners to ensure correct support is brokered as per needs for the young person	Essential
Determine what barriers to EET young people face EET young people face, such as lack of motivation, financial issues, or learning difficulties	Understanding of the barriers that may prevent a young person from progressing from NEET to EET. The ability to to set short and long term goals to EET.	Essential
Understand and apply appropriate assessment tools to understand young people's strengths, interests, and aspirations to tailor support and apply appropriate assessment tools to understand young people's strengths, interests, and aspirations to tailor support according.	Knowledge of assessment tools and practice	Essential
Knowledge of employment/ training and education issues including provision and local labour market information.	Role requires this but local knowledge specific to Cambridgeshire can be learned in role as part of induction	Essential

Knowledge of benefits legislation.	Role requires this but knowledge can be learned in role as part of induction	Essential
Knowledge of legislation relating to Raising Participation age, and the statutory responsibility of local authorities in this.	Role requires this but knowledge can be learned in role as part of induction	Essential
<b>Skills</b>		
Ability to build and maintain good working relationships with a range of young people including Children in Care, Care Leavers, Teenage Parents and young people with Additional Needs and their families and other professionals/agencies	Working with vulnerable young people, their families and partner agencies.	Essential
Effective verbal and written communication skills with both young people, carers, parents, partners and colleagues.	A good communicator, able to listen and respond appropriately either over the telephone, written correspondence, social media or in person.	Essential
Resilient in challenging circumstances and able to maintain professional boundaries.	Resilience and ability to be professionally assertive if needed.	Essential
Information, advice and guidance skills	Guidance skills	Essential
Ability to advocate on behalf of a young person using negotiation and problem-solving skills	Advocacy skills to be able to champion the young person to support them into education, employment or training.	Essential
Ability to work autonomously, plan workload and activities	Flexible and able to use own initiative.	Essential
Proficient in Microsoft office, and the ability to keep client record systems on Liquid Logic/Capita One recording system up to date.	IT skills, including the ability to keep IT client record systems up to date. This is a requirement of the role but can be learned in role as part of induction	Essential
Demonstratable planning and organisational skills	Ability to be able to organise and plan work activities to meet service need and needs of young people	Essential
Able and willing to travel across Cambridgeshire.	Ability to travel as required.	Essential

Ability to respond calmly to stressful situations with parents and young people	Ability to respond calmly when dealing with young people who may exhibit angry/hostile behaviours and /or be upset.	Essential
<b>Experience</b>	Give an idea of the type and level of experience required <b>do not</b> specify years of experience.	
Significant and relevant experience of working in a role supporting young people	Experience of working with disengaged and targeted groups of young people. Experience of actively involving young people in decision making.	Essential
Experience of the education, health and social care systems and how young people are supported	Experience of working effectively in partnership with a range of agencies.	Desirable
Equality, Diversity and Inclusion	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	Essential
Net Zero	Ability to contribute towards our commitment of becoming a net zero organisation.	Essential
Safeguarding (applies to all roles working with children/vulnerable adults)	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential

### Disclosure level

What disclosure level is required for this post?		
	Enhanced	Enhanced with barred list checks

### Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid	Field	Remote	Mobile
		x			