

## JOB DESCRIPTION

Job Title: **Transition Adviser**

Team: District Early Help Team

Service: Children, Families & Adults

Directorate: Enhanced & Preventative Services

Reports to: Senior Transition Adviser

Grade: Scale 5/6

Location: Either East Cambridgeshire or Fenland

Hours: 37 hours per week

### **Job Purpose:**

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.

	<b>Principal Accountabilities</b>	<b>% Relative Importance</b>
1	<p>To manage a caseload of young people who are NEET, identifying their needs, supporting them with benefit queries, assisting them with job search activities, access to re-engagement programmes and opportunities in learning.</p> <ul style="list-style-type: none"><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.</li><li>• In doing so and operating as part of a Team Around the Family, ensuring work undertaken is reflected in the Support Plan for the family, working with other professionals towards the agreed common goals, updating the lead professional for a case on involvement on a regular/agreed basis and attending TAF meetings to ensure work is well co-ordinated and consequently more effective with families.</li><li>• To commence a EHA where there are no child protection concerns but where support is clearly needed, taking into account the needs and strengths of all family members</li></ul>	45%

	<ul style="list-style-type: none"> <li>Participate in the gathering of information to inform in depth assessment of family needs</li> </ul>	
2	To support the Senior Transition Adviser in agreed school/college based activities that assist in the delivery of the September Guarantee and support retention in post 16 learning for those young people at risk of dropping out. This will involve group work and 1:1 work with young people seeking employment and/ or training.	15%
3	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 and that young people are aware of how they can access information on line through Youthoria and other appropriate websites	5%
4	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.	15%
5	<p>Demonstrate a commitment to continuous improvement to include:</p> <ul style="list-style-type: none"> <li>Keeping up to date with post 16 opportunities in learning and re-engagement programmes</li> <li>Keeping up to date with changes in the benefits system and how they affect young people and their families</li> <li>Awareness of the county processes that support RPA e.g. the RONI and UCAS Progress</li> <li>Contributing to the development of processes and quality standards</li> <li>Contributing to the appraisal and supervision process</li> <li>Accessing appropriate training and development opportunities</li> </ul>	5%
6	<p>Maintain accurate and up to date client records including supporting:</p> <ul style="list-style-type: none"> <li>Recording the September Guarantee</li> <li>Delivery of the Early leavers Survey</li> <li>Delivery of the Annual Activity Survey</li> <li>Case Auditing</li> <li>Delivery of the Distance Travelled Tool</li> <li>Preparation of case Studies</li> </ul>	15%

## PERSON SPECIFICATION

### Transition Adviser

The following criteria are appropriate for this post. You must meet the essential criteria in order to be shortlisted for the post and it would be advantageous if you meet the desirable criteria.

#### Education, Qualifications & Training

##### Essential:

- Educated to Key Skill Level 2: 5 GCSEs at Grade C or above; NVQ level 2; or equivalent, including secretarial qualifications to include English
- Key Skill Level 3: 2 'A' levels (4 AS Levels), ONC, OND, BTEC, NVQ level 3 or equivalent in Guidance or other relevant qualification

##### Desirable:

- Educated to Key Skill Level 4: Bachelor's degree; HNC; HND NVQ level 4 or equivalent in Guidance or other relevant qualification

#### Knowledge & Experience

##### Essential:

- Knowledge and experience of working with young people in a variety of settings and with challenging behaviours
- Knowledge of opportunities in employment and training for young people and experience of working with providers
- Knowledge of legislation relation to raising participation and safeguarding
- Knowledge of the range of organisations and experience in working with many of them
- Knowledge of the wide range of benefits available for young people
- Knowledge and experience of using ICT and the use of databases

##### Desirable:

- Experience of working in schools/colleges and the range of opportunities in education

#### Skills & Attributes

##### Essential:

Engagement and interpersonal skills

- Ability to build and maintain good working relationships with young people and their families and a with range of other professionals/agencies

#### Resilience

- Ability to manage challenging situations, maintaining professional boundaries

#### Ability to work autonomously

- Ability to plan, prioritise and manage time effectively to meet the needs of the role.

#### Communication skills

- Effective verbal and written communication skills across diverse disciplines.

#### Teamwork

- Ability to meet deadlines, contribute to the development of the team and protocols for improving service delivery, work flexibly and adapt to change

#### ICT

- Confident user of a wide range of applications.

#### Ability to travel

- Able and willing to travel across Cambridgeshire

#### Desirable:

#### Advocacy skills

- Ability to advocate on behalf of a young person using negotiation and problem solving skills
- Driving licence