



NB: If no changes are being made to the Job Description, please just copy from the existing JD and paste here, adding rows as appropriate until your service has undergone the training required for RoleMapper. If changes are being made to the JD, please refer to the [Job Evaluation Flowchart](#).

Job Description and Person Specification

Job Title: Personal Advisor

Job Details	
Grade	5
Service	Throughcare
Location	Throughcare
Job Evaluation Code	L3989D

Coventry City Council Values
We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation: Open and fair: We are open, fair and transparent. Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be. Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing. Create and innovate: We embrace new ways of working to continuously improve the services we offer. Own and be accountable: We work together to make the right decisions and deliver the best services for our residents. Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose

At all times, to promote and safeguard the welfare of children and care leavers who live or access services in, or who are looked after by, Coventry City Council. Working as part of a children looked after and care leaving service with social workers and professionals to deliver a high quality and effective service. A particular focus on supporting and improving outcomes for care leavers. To act as a personal Adviser to a specified number of young people and be their first point of contact, with responsibility for providing flexible support and advice when they are preparing and planning to leave care, and throughout their transition to adulthood when they access the aftercare service. To provide care, support and guidance to children in care and care leavers (up to age 25 years) and enable them to develop the life skills and confidence to live independent adult lives. The role would also require close liaison and support to social workers and other agencies. Liaison with local housing support services, DFE, accommodation providers as necessary to ensure positive outcomes for care leavers. To advise line manager of any unmet needs, service deficits, resource implications and unresolved issues. To work within the framework of legislation, departmental policies and procedures. To work within the budgetary and resource constraints applicable

Key Responsibilities and Accountabilities
To provide direct support, within a flexible approach to the time that a service is delivered, to care leavers with complex needs and support needs
To hold case responsibility for young people aged 18 -25 who have left care in relation to the management and review of their individual pathway plans.
Develop and maintain a full understanding of government initiatives to help young people entitled to After-Care services to make informed choices on the range of learning and employment opportunities available to them
To develop relationships with all professionals working within key organisations and agencies, and also to advocate for and on behalf of care leavers to ensure they receive appropriate services
To provide information on/liase with other agencies and organisations to develop/build on young people's community support networks.
To maintain accurate written records and files in line with CCC IT systems and Data Protection/Information Governance policies.
Contribute to the collation of management information particularly around housing support needs/homelessness by ensuring that information is recorded accurately and promptly on our database to allow monitoring progress towards targets.
To attend strategy meeting/child protection conferences, family group/support conferences, reviews and planning meetings when necessary.
To build links in the community in respect of housing and receive information about services care leavers can access locally in the city. A key element of the programme will be to work with community groups to embed this work in the local community, so it is sustainable.
Coordination of drop-in sessions to provide young people with support and advice with issues that affect them and an opportunity to network with other young people. This will include support with housing and development of independence skills such as budgeting, cooking, managing a tenancy
To liaise with housing support services and housing liaison officer to ensure that the correct applications are made within timescales.
To feed into the DFE housing strategy and framework
To maintain an overview of young people with housing support needs. Support social workers/Personal Advisers in identifying necessary training and support opportunities
Input and retrieve data from the service areas designated ICT systems to assist with the collation, monitoring and reporting of statistical information for the purposes of performance management, returns to Central Government and information for other agencies including those internal to the organisation as appropriate.
Maintain detailed knowledge of all relevant legislation, statutory guidance and case law relating to housing, issues concerned with housing, and corporate parenting responsibility. Apply this knowledge to the duties in this post.

Any other duties and responsibilities within the range of the salary grade

Key Relationships

External:	Police Housing Health Probation Prison Services	Internal:	Children's services Education
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Standard Information

Post holders will be accountable for

- carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- attending any training and undertake any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

Responsible for

NA

Person Specification

Requirements

Knowledge	A thorough working knowledge of the range of issues that care leavers might expect to face as they make their transition to adulthood and the legal framework affecting care leavers (in particular the 1989 Act and Children (Leaving Care) Act 2000 and related Regulations e.g. Vol. 3 planning transition to adulthood)
Knowledge	Be capable of understanding and acting upon relevant legislation concerned with leaving care, accommodation, housing and homelessness and UASC

Knowledge	Have a through working knowledge of equal opportunities policies and how to provide services that are sensitive and relevant to all service users.
Skills And Ability	Written skills to write concise and accurate case notes, reports and correspondence
Skills And Ability	Able to form positive working relationships with other agencies and professional supporting young people
Skills And Ability	Communication skills to communicate with a wide variety of audiences (e.g. care leavers; housing providers; support agencies) using a variety of resources
Skills And Ability	Problem solving, investigative and analytical skills to be able to analyse and act on information provided
Skills And Ability	Influencing and organisational skills – the ability to get the required information from care leavers in a timely fashion
Skills And Ability	Organisational and administrative skills to be able to plan, prioritise and organise workload and meet deadlines when working under pressure.
Skills And Ability	The ability to work flexibly across all functions of the service, where demand dictates
Skills And Ability	Excellent skills and abilities in team working and working with other colleagues and partner organisations
Skills And Ability	ICT skills in using standard software provided (word; excel; office etc) and skills in inputting and retrieving data accurately to the teams ICT systems
Skills And Ability	Able to form positive working relationships with other agencies and professional supporting young people
Skills And Ability	Presentational and training skills
Skills And Ability	The ability to travel in and out of the city
Skills And Ability	Ability to engage with finance management issues with young people and it will be necessary handle cash/purchasing cards to support with purchasing certain items within CCC procurement guidelines.
Skills And Ability	Sets, agree and deliver on objectives and able to plan their workload
Skills And Ability	Good assessment skills and ability to analyse and process information
Experience	Of working successfully with young people who are in care or have a care history who may present with a range of needs and may participate in risk taking behaviours.
Experience	Of building trusting, supportive relationships with young people who present with a range of needs and facing adverse circumstances.

Special Requirements	This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS). Some evening and weekend work may be required.
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Disclosure and Barring Service (DBS)			
Does the role require a DBS check? Yes Find out which DBS check is right for your employee - GOV.UK			
And if so, which type?			
Basic Check ☐	Standard Check ☐	Enhanced Check ☐	Enhanced + barred list check ☒

Declaration			
Reviewed/Created By:	Fiona McCann		
Job Title:	Leaving Care Team Manager	Date:	June 2025

Types of DBS checks

Basic check - £21.50

The basic check can be used for any position or purpose. A basic certificate will contain details of convictions and cautions from the Police National Computer (PNC) that are considered to be unspent under the terms of the Rehabilitation of Offenders Act (ROA) 1974.

Standard check - £21.50

The standard check is available for duties, positions and licences included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975, for example, court officers, employment within a prison, and Security Industry Authority (SIA) licences.

A standard level certificate contains details of all spent and unspent convictions and adult cautions from the Police National Computer (PNC) which have not been [filtered in line with legislation](#).

Enhanced check - £49.50

The enhanced check is available for specific duties, positions and licences included in both the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and the Police Act 1997 (Criminal Records) regulations, for



example, regularly caring for, training, supervising or being solely in charge of children, specified activities with adults in receipt of health care or social care services and applicants for gaming and lottery licences.

An enhanced level certificate contains the same PNC information as the standard level certificate but also includes a check of information held by police forces.

Enhanced with a barred list check - £49.50

The enhanced check with barred list check(s) is only available for those individuals who are carrying out regulated activity and a small number of positions listed in Police Act 1997 (Criminal Records) regulations, for example, prospective adoptive parents and taxi and Private Hire Vehicle (PHV) licences.

An enhanced level certificate with barred list check(s) contains the same PNC information and check of information held by police forces as an enhanced level check but in addition will check against the [children's and/or adult's barred lists](#).

If your application includes a request to check the barred list(s) the DBS has a statutory duty to consider any information that suggests you may pose a risk of harm. We will write to you if you are affected.