



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Personal Advisor - Care Leaver Hub
Service	Childrens Social Care
Team	Care Leavers Hub
Location	Youth Centre Hybrid
Reports to	Care Leaver Hub Manager/ Care Leaver Deputy Hub Manager
Responsible for	Supporting Children We Care For (16+), Children Seeking Safety via Asylum and Care Leavers aged 16 to 25
Grade	7
Contract Type	Permanent
Hours	Full-Time

Main Accountabilities	
1.	Deliver high-quality, relationship-based practice to safeguard and promote the welfare of children we care for and care leavers, ensuring compliance with statutory requirements and Wokingham practice standards.
2.	Work collaboratively with partner agencies and contribute to the development of good quality practice across the service.
3.	Work with children we care for, care leavers, their families/ carers and partner agencies to co-produce purposeful plans that help support long term stability and help our children and young people prepare for independence and their transition to adulthood and becoming independent adults in their own right.
4.	Undertake high-quality relational work/ intervention with children, care leavers their carers and families . Ensure all work promotes positive relationships and align with Wokingham Practice Model.
5.	Maintain up-to-date knowledge of legislation, policies, and procedures relating to care leavers, child protection, children in care, and children in need.
6.	Prepare written reports for professional colleagues, pathway plans/ reviews and maintain accurate records in line with departmental guidelines.





7.	Participate in care / pathway planning/ stability/network/ safeguarding meetings, group supervision, and reflective practice sessions
8.	Work with children/ young people seeking safety via asylum, ensuring their specific needs are supported and responded to. Undertaking triple track planning contribute to Human Rights Assessments and Age assessments.
9.	Ensure our children we care for are supported to develop their independence skills/ their needs are fully understood to ensure they are well prepared for their transition to adulthood. To help support our care leavers to work towards becoming independent adults in their own right. Ensuring young people are encouraged and supported to co produce their plans.

Person Specification	Essential	Desirable
Education/Qualifications	There is no specific personal advisor qualification however they will have had to work in a field or sector where there are key transferrable skills. Housing, Education, Youth Service, probation etc	Level 3 qualification in a relevant field (e.g. Youth Work, Health & Social Care, Education, Early Years, Psychology, Sociology) Training in systemic theory
Experience	Evidence of direct work supporting young people aged 16 to 25. Experience in delivering practical emotional and advocacy based support. Experience of multi-disciplinary service delivery Experience in sectors such as housing, education, health, probation, family support , youth work etc	Previous Personal Advisor experience Having led on projects
Skills/Knowledge	Knowledge of Ability to work relationally and collaboratively to assess needs and risk. How to work with young people and engage them in service delivery. Having had some experience in a previous sector where there are transferrable skills that will be key as part of the Personal Advisor function housing, education, health, probation, family support , youth work, benefits etc	Understanding of the Children (Leaving Care) Act 2000, Children Act 1989, and Care Leavers' entitlements. Awareness of safeguarding processes and thresholds. Understanding of pathway planning , independence skills, and transitional safeguarding.





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Behaviours/Attributes	Commitment to safeguarding, equality, diversity & inclusion, and Corporate Parenting principles. Commitment to equal opportunities, relationship-based practice, collaborative working, and continuous professional development	
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Purpose Details	
Service Purpose	Provide child-centred and young person services that safeguard children/ care leavers, work in partnership with their carers/ network and support family led decision making. Promote positive outcomes through systemic and relational practice.
Role Purpose	To deliver high-quality casework support/ interventions and contribute to effective multi-agency working, ensuring compliance with statutory requirements and promoting best practice.

Supervision and Relationships	
Supervision Received	Reports to Hub Manager/ Deputy Hub Manager
Supervision Given	None. Need to consider the Snr PA role JD as this will focus on service improvement, KPI's and supporting other PA's (we want to re-evaluate one of the current standard PA roles to another Snr PA role so we have 2)
Contacts	Internal: Other Care Leavers Hub team, Social work teams, managers External: Courts, partner agencies, families

Resources/Budget Management
No direct budget responsibility. However need to ensure young people are supported to develop budgeting and skills to manage their finances responsibly and ensure the service resources are used in the most impactful, efficient and most cost effective way to improve the lives of children we care for and our care leavers.

Special Requirements





Enhanced DBS

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	N
Driving for Work	Y
Hand Arm Vibration	N
Lone Working	Y
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	Y
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	Y
Working with Elderly/Vulnerable Adults	Y
Work Environment Details	Hybrid Home/Youth Centre/ Shute End

Role Involvement	Details
Working with Children	Y
Working with Vulnerable Adults	Y
Both of the Above	Y





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Providing Care/Supervision for Children	Y supervision
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	N

Disclosure and Barring Service (DBS)		Details
DBS Requirement	Enhanced	
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)	

Re-checks
Enhanced DBS - every 3 years

Evaluation Declaration	
Date of Evaluation:	January 2026
Evaluated by:	HR Team

