



Person Specification			
Post title	Personal Advisor	Grade	G

* * * This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months * * *

No more than 15 criteria.

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
Skills, knowledge, experience		
S1	Ability to embrace KMBC Values	CV/SS, I
S2	Extensive experience of working with children and young people in a voluntary or paid capacity	CV/SS, I
S3	Possess a sound demonstrable understanding of human growth and development, and ability to assess the individual needs of young people	CV/SS, I
S4	Evidence a working knowledge of children looked after and care leavers, with specific reference to understanding the issues faced by looked after children and transition to adulthood.	CV/SS, I
S5	Evidence an understanding of and ability to work within the legal and leaving care policy framework	CV/SS, I
S6	Ability to engage with and form appropriate professional working relationships with young people on an individual basis and in group settings, and their families.	CV/SS, I
S7	Ability to establish and maintain links and work in partnership with children, young people, their families, partner agencies and colleague professionals and evidence experience of effective multi agency working.	CV/SS, I
S8	Evidence a knowledge of the roles and responsibilities of partner agencies to support multi agency working.	CV/SS, I
S9	Ability to deal with challenging and difficult behaviour and situations in a positive and professional	CV/SS, I

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	manner	
S10	Literacy skills of a sufficient quality to produce clear, concise and appropriate written communications for a variety of purposes, e.g. care and action plans, statutory reviews, planning meetings, and day to day recording	CV/SS, I, E
S11	Planning and implementing individual programmes for children and young people, and their families as appropriate	CV/SS, I
S12	Helping children, young people and their families to express themselves, and have their voice heard	CV/SS, I
S13	Facilitating, enabling, guiding and motivating children and young people to learn through interaction and through leisure activities	CV/SS, I
S14	Be aware of issues with regard to equal opportunities and anti discriminatory practice and to act accordingly	CV/SS, I
S15	Skills in examining own work and development of further abilities through supervision and other training opportunities	I, E
S16	To have an understanding of the social, physical, sexual, intellectual and emotional needs of children and young people	I, E
S17	To be able to work effectively in a team	CV/SS, I, E
S18	Experience of managing financial arrangements and being responsible for handling money.	CV/SS, I
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	CV/SS, I
P2	Be aware of issues with regard to equal opportunities and anti discriminatory practice and to act accordingly	CV/SS, I
P3	Skills in examining own work and development of further abilities through supervision and other training opportunities	CV/SS, I
P4	Required to have a current full driving licence and access to personal transport (or equivalent mobility)	CV/SS, I
P5	Seeing the young person as an individual, but set within a context of family, community and society	E
P6	To be available to work a pattern of rostered hours between 7.00am to 10.30pm	CV/SS, I

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P7	Undertake key working duties for individual children and young people	CV/SS, I
P8	Ability to demonstrate the necessary personal qualities, to become an effective professional with the ability to advocate for the young person so they are supported to reach their potential.	CV/SS, I
Communication		
C1	Will need to demonstrate patience, flexibility, integrity, resilience, enthusiasm, sensitivity	I, E
C2	Verbal communication skills appropriate to a variety of settings, e.g. with colleagues at all levels, young people and their families and staff of other departments and agencies	CV/SS, I
Qualifications		
Q1	NVQ 3 in Care (GSCC recognised), or ability to work towards NVQ 3	CV/SS, C
Q2	Teaching, Connexions, Careers, Social Work Qualification or willingness to work towards similar qualification.	CV/SS, C

CV/SS = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview
P = Presentation **AC** = Assessment Centre **T** = Test

Where the post involves working with children, in addition to a candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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