

Job Title	Range	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Aspirations Officer	Range 4	<p>Provide support, information and guidance to young people aged 16-25 who are in care or have left care, helping them to find education, training or employment (ETE).</p> <ul style="list-style-type: none"> Develop and deliver programmes of support and advice, focusing on building employability skills for young people. To offer guidance on accessing education provision needed to achieve the aspirations of young people. Assess and work with the needs of care experienced young people aged 16 to 25 across a wide range of employment and training programmes, promoting personal and social development, which result in recorded and accredited learning, and identify learning opportunities in relation to these. Develop activities for care leavers that respond to assessed ETE need and that are open to all but offer targeted support to vulnerable young people/those struggling with their ability to access programmes that would help them to achieve their aspirations. To form partnerships with education, training and employment providers working with young people and to develop joined up working practices to ensure that the needs of the young people are met. All staff working in the department have a responsibility for promoting and supporting the Council's policies and procedures for safeguarding. You should ensure that you carry out your duties and 	<p>Required for this level</p>	<p>In addition to level A</p>	<p>In addition to levels A and B</p>
			<p>Qualifications</p> <ul style="list-style-type: none"> A minimum of 5 GCSE's including English and Maths (grades 4-9) or equivalent. Level 3 or equivalent in education and training or another relevant area. (Health & Social care, Youth Work, Criminal Justice, Teaching) 	<p>Qualifications</p>	<p>Qualifications</p> <ul style="list-style-type: none"> Evidence of continuous professional development relating to the role requirements.
			<p>Knowledge</p> <ul style="list-style-type: none"> An awareness of children in care and care leavers legislation, policy and practice developments relevant to children, young people and their families. An awareness of local and national issues in relation to young people's services relating to education, training and employment. An awareness of safeguarding policies and procedures for children. Knowledge and understanding of equality and diversity principles and relevant legislation and obligations. 	<p>Knowledge</p> <ul style="list-style-type: none"> Knowledge and understanding of local and national issues in relation to young people's services relating to education, training and employment, including additional barriers faced by care leavers. Knowledge of how to engage with and support young people to access ETE opportunities, including those with complex needs and vulnerabilities. Knowledge of local resources including internal (employment, apprenticeships etc.) Good knowledge of safeguarding policy, thresholds, and multi-agency working; confident in risk assessment and safety planning. 	<p>Knowledge</p> <ul style="list-style-type: none"> Applied knowledge of processes and procedures in accessing ETE for children in care and care leavers. Comprehensive knowledge of safeguarding policies and procedures and their application. Applied knowledge and understanding of equality and diversity principles and relevant legislation and obligations.
<p>Experience</p> <ul style="list-style-type: none"> Demonstrable experience of working with children, young people or adults in an Education, Training and Employment (ETE) service or setting. Demonstrable experience of using digital case management systems such as Mosaic – inputting case records. 	<p>Experience</p> <ul style="list-style-type: none"> Experience of providing ETE support to vulnerable and care-experienced young people, achieving strong enrolment, completion and sustained destination outcomes. Experience of delivering training, group work or 1-1 sessions with children, young people and adults. 	<p>Experience</p> <ul style="list-style-type: none"> Experience of managing complex risk, delivering sustained service-level outcomes, and leading partnerships and quality assurance. Experience of networking and working effectively in partnership with agencies and colleagues in developing and 			

		work at all times in a way that ensures the safeguarding and welfare of service users.		<ul style="list-style-type: none"> • Experience of working collaboratively in a multi-agency environment • Demonstrable experience of coping well under pressure and difficult situations. • Demonstrates a proactive approach to identifying their development needs and act independently to improve. 	<p>facilitating training, activities or group work.</p> <ul style="list-style-type: none"> • Experience in the application of 'Signs of Safety'
			<p>Skills</p> <ul style="list-style-type: none"> • Proficient in the use of Microsoft Word, Excel, Outlook and TEAMS. • Full driving licence valid for use in the UK and ability to drive • Ability to work under pressure and manage time and workload effectively. • Ability to engage effectively with children, young people and adults. • Ability to work effectively as part of a team. • Ability to deal with difficult/sensitive situations and appropriately manage confidential and sensitive information. • Key skills in collaboration and engagement in the areas of education, training and employment for young people aged 16-25. 	<p>Skills</p> <ul style="list-style-type: none"> • Ability to maintain accurate and up to date case records. • Ability to initiate and develop close working partnerships with statutory, voluntary and private agencies. • Commitment to continually seek and implement improvements and helping others to cope with change. • Ability to effectively contribute to service plan objectives and targets • Demonstrating communication, collaborative and analytical skills in working with partners, colleagues and senior management to assess the needs of the cohort and how to address need. • Builds trust, uses restorative and coaching approaches, de-escalates issues, and involves families or carers appropriately. • Completes risk assessments and safety plans, contributes to multi-agency meetings, and handles disclosures confidently. 	<p>Skills</p> <ul style="list-style-type: none"> • Ability to effectively collect, analyse, and assess young people's needs and create imaginative responses. • Able to draft analytical reports on data and needs of the cohort and how to address the needs. Ability to present findings and provide plans in line with the service plan. • Providing effective advice and guidance to young people • Able to lead complex risk discussions, conduct learning reviews, and enhance safeguarding practice and supervision across the service. • Ability to support young people's personal development, particularly in building communication and interpersonal skills through effective 1:1 support or training.
Personal Advisor	Range 4	<ul style="list-style-type: none"> • Advise, support and befriend young people from the age of 16 who are in care or have left care (up to the age of 25) to enable them to manage the transition into adulthood and independence. • Assess, plan and coordinate services for care experienced young people identifying their specific needs and those at risk of harm. • Manage a caseload of varying complexity, including jointly working with social workers to support children in care aged 16-18 in preparation for adulthood and independence, complying 	<p>Required for this level</p> <p>Qualifications</p> <ul style="list-style-type: none"> • A minimum of 5 GCSE's including maths and English (Grade 6 or equivalent) • Level 3 in Health and Social Care or equivalent <p>Knowledge</p> <ul style="list-style-type: none"> • Knowledge of the statutory obligations, specifically The Children Act 1989, Leaving Care Act 2000 and Children and Social Work Act 2017. 	<p>In addition to level A</p> <p>Qualifications</p> <ul style="list-style-type: none"> • Evidence of continuous professional development relating to the role requirements. <p>Knowledge</p> <ul style="list-style-type: none"> • Comprehensive knowledge of the assessment of risk in adolescents and adults specifically in relation to drug misuse, mental health, domestic abuse, and exploitation. 	<p>In addition to levels A and B</p> <p>Qualifications</p> <ul style="list-style-type: none"> • Evidence of continuous professional development relating to the role requirements. <p>Knowledge</p> <ul style="list-style-type: none"> • In-depth understanding of statutory safeguarding procedures and legislation relating to Leaving Care, and the ability to apply these effectively when working

		<p>with legislation, statutory guidance and local policies and procedures with statutory timescales, whilst maintaining accurate records and case files.</p> <ul style="list-style-type: none"> • Collaboratively work in partnership with relevant agencies and other stakeholders to ensure consistency of the service provided. 	<ul style="list-style-type: none"> • Comprehensive knowledge and understanding of safeguarding policies and procedures and their application. • Awareness of local and national issues in relation to young people's services relating to education, training and employment. • Awareness of issues related to education, training and employment. • Knowledge and understanding of equality and diversity principles and relevant legislation and obligations. • Knowledge of legislation relating to GDPR and Freedom of Information. 	<ul style="list-style-type: none"> • Comprehensive knowledge of the statutory and regulatory framework for children in care and care leavers, including the Children Act 1989 and Children & Social Work Act 2017, underpinning child-centred, multi-agency, outcome-focused practice. • Strong knowledge of delivering positive, outcome-focused interventions. • Demonstrated knowledge of the care system, safeguarding procedures, adolescent development, trauma-informed practice, and multi-agency partnership working supporting young people aged 16–18 in care alongside social workers to promote safety, wellbeing, and progression towards independent living. 	<p>collaboratively with partner services who operate under their own frameworks and protocols.</p> <ul style="list-style-type: none"> • Extensive knowledge of legal and regulatory requirements across all domains impacting care leavers, including housing legislation, welfare entitlements, benefits systems, adult social care, and criminal justice processes, alongside adherence to internal policies and procedures.
			<p>Experience</p> <ul style="list-style-type: none"> • Experience of working with children, young people or adults in an Education, Training and Employment service or setting • Comprehensive experience of working with vulnerable children, young people and adults including the application of Signs of Safety. • Comprehensive experience of using digital case management systems. • Comprehensive experience of undertaking risk assessments which lead to effective safety planning. 	<p>Experience</p> <ul style="list-style-type: none"> • Experience of supporting care-experienced or vulnerable 16–25 and proven delivery of assessments, plans, and outcomes (incl. ETE progress); regular multi-agency working; confident safeguarding practice. • Demonstrable experience of effectively undertaking direct work/discussions/undertaking tasks with children, young people and adults. • Proven experience in the application of Signs of Safety. • Experience of conducting risk assessments and developing safety plans. 	<p>Experience</p> <ul style="list-style-type: none"> • Demonstrable experience in recognising risk and advocating for and supporting children, young people and adults. • Extensive experience of undertaking direct work with vulnerable children, young people and adults that has resulted in achieving positive outcomes for children and young people. • Experienced in contributing to complex cases/programmes; demonstrating service-level impact on outcomes and safeguarding quality.
			<p>Skills</p> <ul style="list-style-type: none"> • Proficient in the use of Microsoft Word, Excel, Outlook and TEAMS. • Full driving licence valid for use in the UK and ability to drive 	<p>Skills</p> <ul style="list-style-type: none"> • Ability to use judgement and analysis to assess complex situations • Able to develop short and long-term plans of support and intervention, undertaking needs and risk assessments 	<p>Skills</p> <ul style="list-style-type: none"> • Ability to write clear, concise and complex reports using language that is accessible and easy to understand and tailored to the audience. • Ability to effectively advocate on behalf of young people

			<ul style="list-style-type: none"> • Ability to work effectively under pressure, managing time and workload. • Ability to engage effectively with children, young people and adults. • Ability to work effectively as part of a team. • Demonstrates well developed skills in collecting, analysing and assessing children and families' needs and creating imaginative responses and interventions. • Ability to deal with difficult/sensitive situations and appropriately manage confidential and sensitive information. • Able to work on own initiative. • Commitment to continually seek and implement improvements and helping others to cope with change. • Ability to manage a caseload of young people and adults who can present conflicting demands. 	<ul style="list-style-type: none"> • Able to present to panels to request resources and support for children, young people and adults. • Ability to maintain accurate and up to date case records. • Ability to initiate and develop close working partnerships with statutory, voluntary and private agencies to gather/ share information in order to facilitate decision making for effective service delivery. • Ability to facilitate effective case discussions. • Ability to effectively contribute to service plan objectives and targets. 	<p>when liaising with key stakeholders.</p> <ul style="list-style-type: none"> • Expertise around safeguarding and exploitation risks. • Mentor and support more junior staff members.
Specialist Housing Officer	Range 4	<ul style="list-style-type: none"> • Advise, support and befriend young people from the age of 16 who are in care or have left care (up to the age of 25) to enable them to manage the transition into adulthood and independence. • Support Personal Advisors and Care Experienced Young People within the 16+ service, who require additional support to address their accommodation and independent living needs, with a focus on those at risk of homelessness and those ready to move onto independent accommodation. • Provide assistance, advice, encouragement and support to young people and adults to ensure they actively 	<p>Required for this level</p> <p>Qualifications</p> <ul style="list-style-type: none"> • A minimum of 5 GCSE's including English and Maths (grades 4-9) or equivalent. • Level 3 in a relevant subject, for example, housing, health and social care, education, youth and community work. <p>Knowledge</p> <ul style="list-style-type: none"> • Demonstrable technical/specialist/policy and procedural knowledge in relation to Accommodation/Housing sector and Leaving Care duties. • Basic awareness of challenges in transition to adulthood 	<p>In addition to level A</p> <p>Qualifications</p> <ul style="list-style-type: none"> • Working towards Level 4 in a relevant subject, for example housing, health and social care, education, youth work. <p>Knowledge</p> <ul style="list-style-type: none"> • Comprehensive knowledge of the Homelessness Reduction Act (2017), the Housing Act (1996), The Localism Act (2011) and the protection from Eviction Act (1977). • Knowledge of statutory duties to care leavers, corporate parenting responsibilities, safeguarding thresholds and local protocols, with 	<p>In addition to levels A and B</p> <p>Qualifications</p> <ul style="list-style-type: none"> • Evidence of continuous professional development. <p>Knowledge</p> <ul style="list-style-type: none"> • Detailed knowledge of the Universal Credit/Housing Benefit process and knowledge of accommodation processes for care leavers. • Knowledge of housing related agencies and support to young people and ensuring they are

		<p>participate and contribute to their Housing Plans / Pathway Plans to enable them to move successfully into independent living.</p> <ul style="list-style-type: none"> Keep up-to-date with government guidance and regulations in relation to accommodation and statutory duties to care leavers, as well as all involved processes and resources, to facilitate the delivery of expert advice on all areas of independent accommodation. 	<p>(trauma, SEND, mental health, exploitation risks).</p> <ul style="list-style-type: none"> Basic knowledge of Benefits and finance entitlements (e.g., setting up home support, deposits/guarantees), budgeting fundamentals. Knowledge and understanding of equality and diversity principles and relevant legislation and obligations. 	<p>the ability to apply them confidently in practice.</p> <ul style="list-style-type: none"> Practical knowledge of Benefits entitlements, advance payments, budgeting tools, and how to signpost to specialist advice. 	<p>involved in the network of young people.</p>
			<p>Experience</p> <ul style="list-style-type: none"> Demonstrable experience of working in general needs housing / homelessness prevention / tenancy management, combined with a desire and aptitude for helping people to maintain independence. Proven experience in the application of Signs of Safety. Comprehensive experience of using digital case management systems. Comprehensive experience of undertaking risk assessments which lead to effective safety planning. 	<p>Experience</p> <ul style="list-style-type: none"> Demonstrable experience in advocacy skills to support young people and undertaking direct work and training with people. Evidence of facilitating training to support young people to successfully move onto independent living. Experience of Tenancy Training being provided in line with the set schedule Evidence of positive impact of their intervention in securing or maintaining accommodation. Regular multi-agency case coordination and confident safeguarding practice with positive audit feedback. 	<p>Experience</p> <ul style="list-style-type: none"> Demonstrable experience in analysing data, writing reports on the data and formulating a work plan to address any issues. Extensive experience of undertaking direct work with vulnerable children, young people and adults. Demonstrable service-level impact (reduced evictions, improved sustainment, faster move-on, fewer placement breakdowns).
			<p>Skills</p> <ul style="list-style-type: none"> Proficient in the use of Microsoft Word, Excel, Outlook and TEAMS. Full driving licence valid for use in the UK, and ability to drive Ability to work effectively under pressure, managing time and workload. Ability to build rapport and relationships with children, young people and their families. Effective communication, interpersonal and negotiation skills. Ability to work effectively as part of a team. 	<p>Skills</p> <ul style="list-style-type: none"> Ability to undertake needs and risks assessments relating to housing needs, provide a plan of action and support, and ensure follow through of plans in place. Ability to maintain accurate and up to date case records. Ability to initiate and develop close working partnerships with statutory, voluntary and private agencies to gather/ share information in order to facilitate decision making for effective service delivery. Ability to facilitate effective case discussions. Builds and sustains trust with diverse young people, manages conflict and de-escalation effectively, and sets clear, accountable goals. 	<p>Skills</p> <ul style="list-style-type: none"> Ability to analyse data in order to present information and reports tailored to a varied audience, which could be panels or groups/meetings, across the council and with partner agencies. Ability to write clear, concise and complex reports, and contribute to policies, in relation to the accommodation of young people using language that is accessible and easy to understand. Can resolve complex relationship issues and set clear engagement strategies and boundaries.

			<ul style="list-style-type: none"> • Demonstrates well developed skills in collecting, analysing and assessing children and families' needs and creating imaginative responses and interventions. • Ability to deal with difficult/sensitive situations and appropriately manage confidential and sensitive information. • Able to work on own initiative. • Commitment to continually seek and implement improvements and helping others to cope with change. • Ability to manage a caseload of young people and adults who can present conflicting demands. • Ability to provide information and guidance in a clear and concise manner to colleagues, partners and young people to aid in the move on plan for young people into independent living, and to support in a homeless situation. 		<ul style="list-style-type: none"> • Designs and assures assessment frameworks and plan standards and integrates with multi-agency plans; delivers reflective practice sessions.
Participation and Engagement Officer	Range 4	<ul style="list-style-type: none"> • Actively contribute towards delivering the council's Corporate Parenting vision for Children in Care and Care Leavers in order to ensure the objectives and priorities are realised. • Through creativity find ways of understanding the needs of young people, listening to the voices of young people and providing ways for young people to experience different opportunities within Medway delivered either via the service or via partner agencies, and ensure young people are involved in service delivery and plans. • Maintain and actively build on the current Local Offer to Care 	Required for this level	In addition to level A	In addition to levels A and B
			<u>Qualifications</u> <ul style="list-style-type: none"> • Minimum 5 GCSE's including Maths and English • Level 3 in Health and Social Care, or equivalent 	<u>Qualifications</u> <ul style="list-style-type: none"> • Evidence of continuous professional development relating to the role requirements 	<u>Qualifications</u>
			<u>Knowledge</u> <ul style="list-style-type: none"> • Basic understanding of what Corporate Parenting is and why it matters. • Knowledge of the statutory obligations in relation children and young people in care or who have left care. • An awareness of safeguarding policies and procedures for children. 	<u>Knowledge</u> <ul style="list-style-type: none"> • Good working knowledge of Corporate Parenting principles and local authority responsibilities. • Knowledge of effective practices to engage and participate with children and young people, who have vulnerabilities and complexities. • Knowledge of safe event planning, safeguarding responsibilities, and supervision. 	<u>Knowledge</u> <ul style="list-style-type: none"> • Deep understanding of statutory duties under the Children Act, Leaving Care legislation, and local Corporate Parenting strategies. • Knowledge of national and local engagement opportunities and how to access them on behalf of children and young people, to support them in sharing their views, and ensure Medway is involved across partner agencies.

		<p>Leavers and develop new participation approaches to reduce isolation and ensure that young people can access targeted support and resources, from Medway Council and partner agencies.</p> <ul style="list-style-type: none"> To oversee and implement the calendar of activities for children in care and care leavers across corporate parenting, utilising the Hub space that is available. 	<ul style="list-style-type: none"> Knowledge and understanding of equality and diversity principles and relevant legislation and obligations. Awareness of local and national issues in relation to young people's services relating to education, training and employment. Awareness of issues related to education, training and employment. Basic understanding of participation and youth engagement and awareness of barriers young people face in expressing their views. Awareness of health & safety, risk assessments, and activity planning basics. 		
			<p>Experience</p> <ul style="list-style-type: none"> Demonstrable experience in working with children and young people and young adults effectively in order to gain their views. Some exposure to multi-agency environments, working alongside or liaising with partner agency such as (youth services, housing, education/training providers, VCS. Supporting the planning and delivery of group activities or programmes (calendars, sign-ups, logistics, risk assessments, feedback forms), ideally for care-experienced or vulnerable young people. Experience recognising and escalating concerns appropriately; maintaining professional boundaries; accurate, timely case note recording (on a system or shared log) with supervision. 	<p>Experience</p> <ul style="list-style-type: none"> Experience in providing engagement opportunities for groups of people and 1-1, and experiences in summarising and reporting on the findings. Working with CYP and partner agencies and community networks. Experience signposting young people to services driving plans and improving participation. Experience of proactively identifying effective approaches to engage young people, sharing insights and good practice with colleagues, and translating these into actionable plans that enhance participation and outcomes. 	<p>Experience</p> <ul style="list-style-type: none"> Experience of working with a variety of teams, service and agencies when seeking participation of children and young people. Experience of how engagement has improved across services and made a difference to service provision. Experience in developing service plans and your role within it.
			<p>Skills</p>	<p>Skills</p> <ul style="list-style-type: none"> Confident in engaging partners, colleagues and services to influence 	<p>Skills</p> <ul style="list-style-type: none"> Ability to analyse information as a result of participation of

			<ul style="list-style-type: none"> • Proficient in the use of Microsoft Word, Excel and Outlook • Full driving licence valid for use in the UK, ability to drive and access to own transport for work purposes • Ability to hold purposeful and effective discussions with children and young people. • Ability to formulate and deliver events/activities for a group of children and young people in line with their needs and requests as well as to meet service delivery requirements. • Ability to work collaboratively as an effective and supportive member of a team. • Ability to work under pressure and manage time and workload effectively 	<p>delivery, demonstrating strong communication and collaboration skills across diverse audiences to support the development and implementation of strategies and policies.</p> <ul style="list-style-type: none"> • Skilled in developing positive and supportive relationships with young people, and effectively communicating their needs to services to inform and shape service delivery. • Able to plan and deliver inclusive, trauma-informed engagement that builds trust, creates safe spaces for children and young people to take part, notices changes in their involvement, and shows how their views shape decisions and outcomes. • Ability to report on their own work and impact of their role, as well as how participation and engagement of CYP has improved. • Ability to work within defined procedures and to work independently and with a team, using own initiative and challenging constructively where needed, and able to refer to line manager for guidance and authorisation where needed. 	<p>children and young people, and ability to present the findings to a varied audience across the council.</p> <ul style="list-style-type: none"> • Able to strengthen a safeguarding culture, including escalation pathways, threshold application, and audit readiness. • Translates the Corporate Parenting vision into measurable programmes and standards across the service. • Persuasive negotiation with partners/providers; effective advocacy for young people's rights and reasonable adjustments. • Manages change and continuous improvement, including piloting, evaluation, and rollout.
--	--	--	--	--	---