



Job Description

NEET Support Advisor

Job Details	
Grade	C
Job Evaluation Number	A1869
Number of Posts	5
Department	Children and Care Leavers
Reporting to	EET Project & Performance Manager

Who Are We?

We are Birmingham Children's Trust.

'Working Together to make Birmingham the greatest city to grow up in.'

The sole purpose of Birmingham Children's Trust is to make a positive difference for children, young people and families in the city, by driving up the quality of practice and partnerships across the city and its services.

Every employee from Family Support and Social Workers to Finance and Legal, work together to make a positive difference to children, young people and families. We are one team, and each have an important role to play in achieving the Trust's objectives.

Birmingham Children's Trust Leadership team comprises of six Executive Directors who are responsible for leading and managing the Trust to be an autonomous and high performing organisation.

Our Vision:

Our vision is to build a Trust that provides excellent social work and family support for and with the city's most vulnerable children, young people and families.

We will do this:

- with compassion and with care.
- through positive relationships, building on strengths.
- in collaboration with children, young people, families and partners.
- by listening, involving and including.



- in ways that are efficient and deliver value for money.

Success will mean significant progress towards these outcomes:

- healthy, happy, resilient children living in families.
- families able to make positive changes.
- children able to attend, learn and achieve at school.
- young people ready for and contributing to adult life.
- children and young people safe from harm.

Our Values

ONE TEAM
ACCOUNTABILITY AND RESPONSIBILITY
QUALITY AND INNOVATION
RELATIONSHIPS
HIGH SUPPORT HIGH CHALLENGE

Portfolio Responsibilities

The role improves outcomes for care-experienced individuals aged 14+, focusing on education, training, and employment. It supports those not in education, employment, or training or at risk. Responsibilities include enhancing Personal Education Plans, pathway planning, transitions, adulthood preparation, and aspirations, fostering sustainable opportunities. Guidance, coordination, and support are provided to ensure positive future prospects.

Key Responsibilities

Offering practical advice, support, and follow-up to children in care and care-experienced individuals at risk of becoming NEET. Focusing on enhancing engagement, attendance, progression, and confidence towards appropriate post-16 education, employment, or training pathways.

Advocating and acting on children and young peoples views to inform actions and secure good preparation for adulthood outcomes and track destinations.

Delivering tailored support initiatives for young people with complex needs, leveraging data, expertise, and perspectives while addressing barriers. These initiatives encompass SEND, neurodiversity, disabilities, mental health, disrupted education, safeguarding, substance misuse, caregiving duties, trauma, low



confidence, or difficulties maintaining engagement.
Developing and delivering targeted sessions, briefings, and training materials for diverse cohorts and their supporters, ensuring accessibility, relevance, and improved engagement outcomes.
Advocating for vulnerable individuals, enhancing support services, promoting inclusion, and increasing participation in education and preparation for adulthood for those in care.
Overseeing a specific caseload of individuals aged 14 to 25, ensuring accurate records, timely updates, and agreed actions to support their plans.
Monitoring progress regularly by maintaining accurate records and offering ongoing support to address barriers to success. Maintaining accurate records of interventions and progress to achieve educational outcomes for NEET's, while ensuring confidentiality and adhering to statutory timeframes.
Maintaining and improving individual practice in line with agreed professional development targets through supervision.
Taking a proactive approach to safeguarding, ensuring timely and appropriate action to protect vulnerable adults and children from harm.
Contributing to statutory audits, inspections, and governance reporting, including writing individualised targets and reports to ensure compliance and service improvement
Understanding, maintaining, and using NEET-related performance data to identify trends, barriers, and priority cohorts, translating insights into practical support actions. Ensuring precise destination tracking, assessing disengagement risks, and delivering consistent updates to supervisors and relevant experts to enhance oversight and improve services.
Identifying the barriers that contribute to young people becoming NEET and supporting implementation of programme redesigns to promote engagement. Identifying individuals potentially at risk of becoming NEET by analysing transitions, attendance, vulnerabilities, placement stability, and planning pathways with appropriate professionals.
Developing personalised action plans to address barriers and enable individuals to access education, training, or employment opportunities. Providing tailored guidance and support to individuals not in education, employment, or training to help them achieve their goals.
Organising workshops and sessions to enhance employability skills, such as CV writing, interview preparation, and communication techniques. Facilitating workshops and one-to-one sessions to enhance skills, confidence, and employability among participants.
Contributing to multi-agency working, planning, monitoring, and reviewing the assessed needs of children in care and care experienced young people .
Building positive relationships with local organisations, training providers, and employers to create



pathways for individuals in line with GDPR and Trust policies.

Promoting awareness of available resources and services to empower individuals to make informed decisions about their future.

Key Information

Is Safeguarding Check needed?

DBS Enhanced Adults and Children

Will this position have Line Management Responsibility?

No

Person Specification

Essential Criteria

Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation

Qualifications	AF/Q/WBE	Possess careers related qualification at degree level.
Qualifications	AF/I/P/Q/WBE	Provide guidance and support to individuals not in education, employment, or training (NEET).
Experience	AF/I	Support vulnerable individuals to enhance engagement, participation, or progression into 14+ education, employment, training, or suitable opportunities.
Experience	AF/I/Q	Demonstrate detailed understanding of children with SEND, EHCPs, neurodiversity, mental health, safeguarding, offending substance misuse.
Skills	I/P	Demonstrate knowledge of key legislation, policies and procedures and relevant processes for children known to social care.
Skills	AF/I/P/WBE	Develop and deliver clear, accessible, and targeted training, information sessions, or briefing materials for varied audiences.
Skills	AF/I/P	Assist others and act with integrity and role modelling core values



Skills	AF/I/P	Demonstrate proficiency in spoken English as outlined in Part 7 of the Immigration Act (2016).
Skills	AF/I/P/Q/WBE	Organise, coordinate and review practical support arrangements for vulnerable children and individuals aged 14+.
Skills	AF/I/P/Q/WBE	Communicate and present clear, concise information to a range of professionals.
Skills	AF/I/P/Q/WBE	Demonstrate the ability to analyse NEET-related performance data to identify patterns and inform effective practices. Use insights to monitor progress and implement targeted interventions for various groups of children and young people.
Skills	I/P	Build and maintain effective relationships with internal and external stakeholders to inform wider service delivery
Skills	AF/I/P/Q/WBE	Demonstrate the ability to reflect on practice to support children and young people's progression.
Other	AF/I/P/WBE	Demonstrate understanding of methods that encourage involvement in education, work, or training opportunities effectively. Identify obstacles and provide assistance to individuals aiming to engage in meaningful activities.
Competency	AF	Contribute to creating and delivering customised support plans for children and individuals experiencing complex difficulties.
Competency	AF/I/P	Able to keep support personalised, outcome-oriented, and consistently evaluated.
Education	AF/I/P/Q/WBE	Demonstrate knowledge of the education sector and children social care pathway planning
Training	AF/P	Commit to your ongoing professional development

All staff understand that employment on this job description is in line with the current BCC; BCT and Acivico workforce contracts.

In line with your Birmingham workforce contract, it may be reasonable from time to time to request employees to undertake other duties commensurate with your role. These requests should be



exceptional. If you find these are anything other than a 'time to time' request, then it will be necessary for the role to be re-evaluated (following NJC Gauge principles) to maintain the integrity of BCC's job evaluation scheme.

For reference your contract of employment states: From time to time, you may be required to undertake other or additional duties as we may reasonably require.

At Birmingham Children's Trust, we are dedicated to safeguarding and promoting the welfare of children and young people. We expect our staff to create an environment and culture that promotes equality, diversity, and inclusion and advocate for anti-discriminatory practices and behaviours.