



Job Description

JOB TITLE – PERSONAL ADVISOR ASSISTANT - APPRENTICE

Job Details	
Grade	GRA
Number of Posts	1
Department	
Reporting to	Team 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 Trusts 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

Overview of the role:

To provide support for children in care and care leavers age 16-25 years. This will involve the co-ordination, preparation, support and completion of pathway plans and supporting young people preparing for and living independently.

Key Responsibilities:

- To contribute to the work of the Service and to support an individual workload, which will include working with individual and groups of young people
- To work in partnership with other agencies and professionals to support young people to develop into adulthood and live independently
- To follow all relevant procedures and policies
- To work in a relationship-based way, supporting the needs of young people
- Promote the involvement of young people in their planning and support
- To develop the wellbeing and self-esteem of young people and ensure that you build relationships and keep in touch with young people to achieve this aim.
- To promote and raise awareness of care leavers and ways that other agencies/partners can support
- To comply with financial procedures following the Trust guidelines and procedures. Maintain appropriate and accurate records and ensure records are managed in accordance with Data Protection and GDPR guidelines.



<ul style="list-style-type: none">• To ensure that young people understand the Care Leaver Offer and their rights in accessing services and support.
<ul style="list-style-type: none">• To work closely with social work teams to ensure young people, experience a positive transition into adulthood.
<ul style="list-style-type: none">• To collect, accurately record, using management information systems, and analyse all relevant information and take appropriate actions or share concerns for the well-being and interests of the child/young people.
<ul style="list-style-type: none">• To accurately record, report and communicate ensuring statutory and organisational requirements are met
<ul style="list-style-type: none">• To take personal responsibility for your own professional development and reflective practice and keep up-to-date with changes to legislation, court rules, policies, procedures and best practice development.
<ul style="list-style-type: none">• To work as a team member and attend team meetings and service reviews to positively contribute to the outcomes for children achieved as a team.
<ul style="list-style-type: none">• To facilitate the participation of children and young people across a range of forums and ensuring as wide a reach as possible
<ul style="list-style-type: none">• To ensure children and young people's views have an impact on services and decisions, supporting consultation and engagement exercises including co-design with children and young people
<ul style="list-style-type: none">• To support the use and promotion of virtual platforms, such as Mind of My Own
<ul style="list-style-type: none">• To undertake individual work with children, young people and families that may involve lone working and out of hours work
<ul style="list-style-type: none">• Ensure that attention is paid to safeguarding and child protection in all work undertaken.

Key Information





<p>Is a Safeguarding Check needed? <i>(DBS and Experian background checks)</i></p>	<p>Dropdown Options:</p> <table border="1"><tr><td>Not Required</td><td>X</td></tr></table> <p>Or</p> <table border="1"><thead><tr><th></th><th>Children</th><th>Adults</th><th>Children and Adults</th></tr></thead><tbody><tr><td>Basic</td><td></td><td></td><td></td></tr><tr><td>Enhanced</td><td></td><td></td><td></td></tr></tbody></table>	Not Required	X		Children	Adults	Children and Adults	Basic				Enhanced			
Not Required	X														
	Children	Adults	Children and Adults												
Basic															
Enhanced															
<p>Will this position have Line Manager Responsibility?</p>	<p>Dropdown Options:</p> <table border="1"><tr><td>Yes</td></tr><tr><td>No</td></tr></table>	Yes	No												
Yes															
No															

Person Specification

Essential Criteria



Method of Assessment (M.O.A): AF = Application Form; E = Work Based Exercise; I = Interview;
P = Presentation; Q = Qualifications

CRITERIA	ESSENTIAL	Method of Assessment (M.O.A)
Qualifications	To be willing to work towards, a relevant apprenticeship qualification.	AF, I & T
Qualifications	Be able to demonstrate and to pass assessments, prior to being accepted to the apprenticeship programme, displaying a level of competence that would demonstrate successful completion of the English and Maths requirements for this course.	I & T
Experience	Have an interest and understanding in the apprenticeship role applied for.	AF & I
Experience	Experience of using IT for a range of office functions, e.g. Microsoft Word/Excel/PowerPoint/Microsoft Teams.	AF, I & T
Skills	Willingness to support meetings and take an active role, in accordance with the apprentice role applied for.	AF & I
Skills	Ability to communicate effectively both orally and in writing, where maintaining confidentiality is paramount.	AF, I & T
Skills	Attention to detail with an ability to work accurately e.g. literacy and numeracy.	AF, I & T
Skills	To develop the skills to work on own initiative with a pro-active approach to all tasks to ensure business objectives are met.	I & T



Skills	To learn and understand relevant legislation/policies and their implications for the Directorate (e.g. FOI, Data protection Act.	I & T
Skills	To develop the skills to work flexibly as part of a diverse team environment, providing cover when needed to ensure continuity of service provision, and to develop the skills the ability to multi-task to cover other roles within the team.	AF, I & T
Skills	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	I

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.

