



Job Summary Overview

Job title	Personal Advisor
Career family	People Care
Professional pathway	Social Care and Education
Career family level	7B – Officer (Intermediate level)
Grade	10
Reports to	Assistant Team Manager, Team Manager
Financial responsibility	NA
Supervisory responsibility	NA
Reference number	

Job Summary

As a Personal Advisor within Oxfordshire County Council's Leaving Care Service, you will play a key role in supporting young people aged 16–25 as they transition from care into independent adulthood. You will build trusting relationships, ensure their voices are central to planning, and help them achieve positive outcomes in areas such as education, accommodation, employment, health, and life skills. Working collaboratively with social workers, carers, housing providers and partner agencies across Oxfordshire, you will provide practical guidance, emotional support, and advocacy, ensuring young people are safe, empowered, and prepared for independence. You will also undertake the statutory guidelines in terms of visits, pathway planning and case recording as per the duties of a Leaving Care Personal Advisor under the Leaving Care Act 2000.

You will lead on Pathway Plans, champion corporate parenting principles, manage a varied caseload, and support young people to access the right opportunities, services, and entitlements. This role is ideal for someone passionate about improving life chances, reducing inequalities, and supporting care-experienced young people to thrive.

To ensure that services are planned and delivered in a way which thinks about young people's rights in relation to the services provided, can act on the view of young people and is able to demonstrate young people rights are reflected in the way the post holder will work with children and young people.



Key Responsibilities

- To act as a case manager and develop positive working relationships with young people.
- To encourage and empower young people to participate in all decision-making processes affecting their lives and involve the peer consultation workers in this process when appropriate.
- To be involved in understanding the young person's needs and co-ordinate/participate in their need's assessment.
- To develop, monitor and review the pathway plan to ensure needs are met, including triple track planning.
- To provide and access various information, advice, planning and preparation, and holistic support to meet young people's developing needs, especially in health, housing and post 16 careers.
- To work with interpreters and raise any issues where necessary
- To support with the UASC process and follow guidelines for when YP are not given immigration status or become All rights exhausted.
- To ensure young people are aware of and receive their financial entitlements.
- To liaise with other agencies, especially housing, EET, vulnerable adults and health services.
- To co-ordinate the provision of services and take reasonable steps to ensure that the young person makes use of such services.
- To keep informed of the young person's progress and well-being by monitoring their progress through regular contact with supporting agencies.
- To participate in a duty system and work productively within a team. To be part of the team doing initial welfare checks for spontaneous asylum seekers who are children arriving in Oxfordshire.
- To keep in touch with the young person and take reasonable steps to re-establish contact if this is lost
- To further the aims of the department/project and its activities by working within all agreed policies, including the code of conduct and equal opportunities policy.
- To keep accurate, timely and up-to-date written records of contact with the young person, including financial management and inputting into the management information system.
- This post holder is responsible for ensuring that all County Child Protection Policies are adhered to and concerns are raised in accordance with these policies
- To provide monitoring information as required by government/local authority
- To keep abreast of current research, immigration legislation and national developments.
- To attend team meetings, supervisions and training when required.



Health and Safety

You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do.
- Cooperate on all issues involving health and safety.
- Use work items provided for you correctly, in accordance with training and instructions.
- Do not interfere with or misuse anything provided for your health, safety or welfare.
- Report any health and safety concerns to your line manager as soon as practicable.

Specific requirements	Essential <i>Mark with ✓ ▪</i>	Desirable <i>Mark with ✓ ▪</i>
Educated to GCSE standard (or equivalent), with passes in Mathematics and English.	✓	
Knowledge of two or more of the following: • Children's rights • Care leaver and Asylum Seeker issues • Children (Leaving Care) Act 2000 and subsequent regulations, • Children Act 1989, Children's services policies and procedures • Immigration Act 2014 • Care Act and Adult Social Care policies and procedures	✓	
Knowledge of two or more of the following issues for young people: • Housing & welfare benefit systems • Career and training opportunities • Health Promotion • Mental Health issues • Drug & alcohol misuse • Immigration • Offending behaviour • Looked after system, • Adult Social Care systems	✓	
Experience: • Significant experience of working with young people up to 25 years within clear boundaries • Working in a problem-solving context • Experience of inter-agency working	✓	
Job related aptitude and skills: • Form constructive relationships with young people from diverse backgrounds • Good interpersonal skills • Good assessment and planning skills	✓	



• Good monitoring and reviewing skills • Accurate recording skills • Organisational skills • Flexible and able to use own initiative whilst accepting the need to work within procedures • Proven ability to take personal responsibility • Liaison with partner agencies • Ability to produce appropriate written work (letters, forms, reports etc) while following departmental procedures. • Regular & willing user of IT systems • Regularly use Microsoft platforms, including Windows, Office 365, SharePoint, Word, Excel, Outlook, and Teams for various tasks.		
Personal qualities: • An interest in young people's views and opinions • A commitment to provision of support using a rights based, empowering approach • Able to act as a team player • Capacity to work under stress • Shows flexibility by responding swiftly to urgent service needs and prioritising essential tasks to meet deadlines.	✓	
Educational achievements, Qualifications, Training and Knowledge: • Has pursued additional training or personal study of relevant subjects • A relevant professional qualification, e.g. Social work, Youth Work, Criminology • Knowledge of Children and Families systems, including proficiency in platforms such as Liquid Logic and Magic Notes. • Knowledge of Oxfordshire's relevant service providers including Asylum Seekers specific services.		✓

Working Arrangements

- The post is not politically restricted.
- Full driving license with business insurance required to be able to travel and work from various office locations within the county.
- Enhanced Disclosure and Barring Service check with Children's and Adults Barred List
- Required to provide cover for colleagues during periods of absence to ensure continuity of service and maintain operational efficiency.
- Ability to work flexibly, including work on a rota basis, evenings, weekends, bank holidays, sleep-ins and responding to emergencies.
- Contractual base as detailed on contract, but you are able to work on a flexible basis in line with our Agile Working Policy.



- Able to travel across the county and work from various office locations within the county.

Health and Safety at Work

All employees have responsibilities for health and safety – both for themselves, colleagues and the people we work with.

The potential significant hazard(s) and risk(s) for this post are identified below (those ticked).

X	Provision of personal care on a regular basis	☐	Driving HGV or LGV for work
X	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	X	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
☐	Working at height/ using ladders on a regular/ repetitive basis	X	Restricted postural change – prolonged sitting
X	Lone working on a regular basis	☐	Restricted postural change – prolonged standing
X	Night work	☐	Regular/repetitive bending/ squatting/ kneeling/crouching
X	Rotating shift work	☐	Manual cleaning/ domestic duties
☐	Working on/ or near a road	☐	Regular work outdoors
X	Significant use of computers (display screen equipment)	X	Work with vulnerable children or vulnerable adults
☐	Undertaking repetitive tasks	X	Working with challenging behaviours
☐	Continual telephone use (call centres)	☐	Regular work with skin irritants/ allergens
☐	Work requiring hearing protection (exposure to noise above action levels)	☐	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
☐	Work requiring respirators or masks	☐	Work with vibrating tools/ machinery
☐	Work involving food handling	☐	Work with waste, refuse
☐	Potential exposure to blood or bodily fluids	X	Face-to-face contact with members of the public
☐	Other (please specify):		