

Person Specification – CHAT Advisor

Requirements	Essential or Desirable	Identified by A – Application I – Interview
Qualifications and Training		
Level 4 qualification and above in a relevant field such as:	Desirable	A, I
Family Support, Early Years, Early Help, Youth and Community Work, Teaching, Social Work, Nursing or SEND		
Evidence of experience working within a relevant field within children, young people & their families.	Essential	A,I
Evidence of ongoing professional development	Essential	A, I
Experience & Knowledge		
Experience of working with children, young people & their families.	Essential	A, I
Knowledge and understanding of child development	Essential	A, I
Knowledge of safeguarding, levels of need and the Early Help agenda	Essential	A, I
Knowledge of relevant legislation and national policies including data protection legislation and procedures.	Essential	A, I
Knowledge of safeguarding and levels of need.	Essential	A, I
Experience of working with professionals from a wide range of agencies. Knowledge and experience of the Early Help Assessment process	Essential	A, I
An understanding of the risk factors which can lead to adverse outcomes for children and young people.	Essential	A, I
Knowledge and understanding of parenting support techniques and evidence based practices	Essential	A, I

Requirements	Essential or Desirable	Identified by A – Application I – Interview
Awareness of a wide range of support services available for children and families (local and national)	Essential	A, I
Skills and Abilities		
To be approachable, non-judgmental and empathetic. Have good active listening and coaching skills	Essential	A, I
Have excellent communication and interpersonal skills	Essential	A, I
Highly motivated and committed to delivering excellent services to children, young people and their families.	Essential	A, I
Ability to remain calm, solution focused and child/family centred	Essential	A,I
Knowledge about local provision, including Children Centres, support services, partner agencies and third sector as well as the appropriate referral routes and methods.	Essential	A,I
Confident to engage with and influence practitioners and managers across a wide range of internal teams and partner agencies	Essential	A, I
Excellent communication and relationship building skills	Essential	A, I
Competent to maintain and update written records, (digital) gather information and make a clear analysis of the information shared. Awareness of GDPR and ability to use Microsoft packages and Mosaic	Essential	A, I
Ability to gather, collate and track vulnerable children and safeguarding information in line with the relevant policies and procedures.	Essential	A,I

Requirements	Essential or Desirable	Identified by A – Application I – Interview
Ability to work on own initiative and confident to make recommendations. Understand the value of team work and the need to seek advice from manager to help manage potential safeguarding concerns.	Essential	A, I
Advantageous to have had knowledge/experience of supporting the needs of Children and Young People with SEND. Also to understand the needs of C&YP's with life limited illnesses.	Desirable	A,I
Ability to engage with and influence practitioners and managers across a range of internal and external teams	Essential	A, I
Ability to deliver training and information sessions to promote Early Help	Essential	A, I
To have a flexible approach and to be able to work in all locations across the County. Having access to a car would be advantageous	Essential	A, I
Ability to work some evenings as required.	Desirable	A, I



All council staff have a duty to promote the welfare of children, young people, and adults with care and support needs at risk of abuse and neglect who cannot take steps to protect themselves. Ensure you attend mandated safeguarding children and safeguarding adults training to enable you to recognise the concerning behavior, know how to talk about it, and consent/duty to share information effectively. You will also learn about the legalities and procedures the social care staff can take.



Our Values and Behaviours

Our values are what we represent as a council and our behaviours are how we act to get things done to reach our potential.



