Role Title: Personal Advisor (Care Leavers) – Housing
Salary: SO1
Location: Leaving Care
Reports to: Team Manager or equivalent

About Us

Bradford Children and Families Trust was established in April 2023 with a clear mission: to transform the quality and delivery of Children's Services across our district and make a real difference in the lives of children and young people. This is a bold ambition, one that requires dedication, determination, and resilience.

With a new Chief Executive, a strong Senior Leadership Team, and an unwavering commitment to achieving the best outcomes for children and families, we are on the right trajectory. Ofsted monitoring visits over the past 18 months confirm that significant improvements have been made and are being embedded. We know there is still work to do, but we are confident in our progress and committed to getting it right.

Working for Bradford Children and Families Trust means joining a passionate team in a city rich in diversity and culture. We work collaboratively with partners to ensure families receive the right support at the right time. Here, you can make a real difference, helping shape services that meet the needs of Bradford families and improve life chances for children and young people.

We are also committed to becoming a restorative and relational organisation. We believe families are the experts in their own lives, and listening to their voices is central to everything we do. That is why we have invested in our Voice and Participation Service to ensure children, care leavers and families are actively involved in shaping the support they receive. Our aspiration is that all service development is co-produced with those who matter most.

About the Care Leavers Service

Care-experienced young people face significant challenges as they transition from care to independence, often leaving home at a much earlier age and without the consistent family support their peers enjoy. Many have experienced trauma, instability, and adversity, which can impact their confidence and opportunities. Sadly, care-experienced young people are statistically more likely to face poorer long-term outcomes compared to their peers: they are less likely to be in education, employment, or training, and more likely to experience homelessness, long-term mental health difficulties, and involvement in the criminal justice system.

At Bradford Children and Families Trust, we are committed to changing this narrative by reducing barriers, enhancing strengths, and increasing opportunities for care-experienced young people to succeed and thrive. We celebrate their resilience, skills, and achievements, and work to empower them through meaningful relationships, trust, and consistent support.

Our vision: For all children and young people in Bradford to be safe and able to realise their full potential.
Our purpose: To provide high-quality services with partners that help safeguard, support and promote the welfare of children, young people and families across the Bradford District.

We will achieve this through continuous improvements in our services and positive collaboration with our staff, our partner organisations. Information about the



Role Summary

To support and work alongside the allocated lead Personal Advisor for care leavers and eligible young people whose primary need relates to housing and accommodation. The post holder will ensure that no care leaver becomes street homeless and that all young people are supported to secure and sustain suitable, safe accommodation in line with the expectations and ambitions that Bradford Children and Families Trust have for all care leavers.

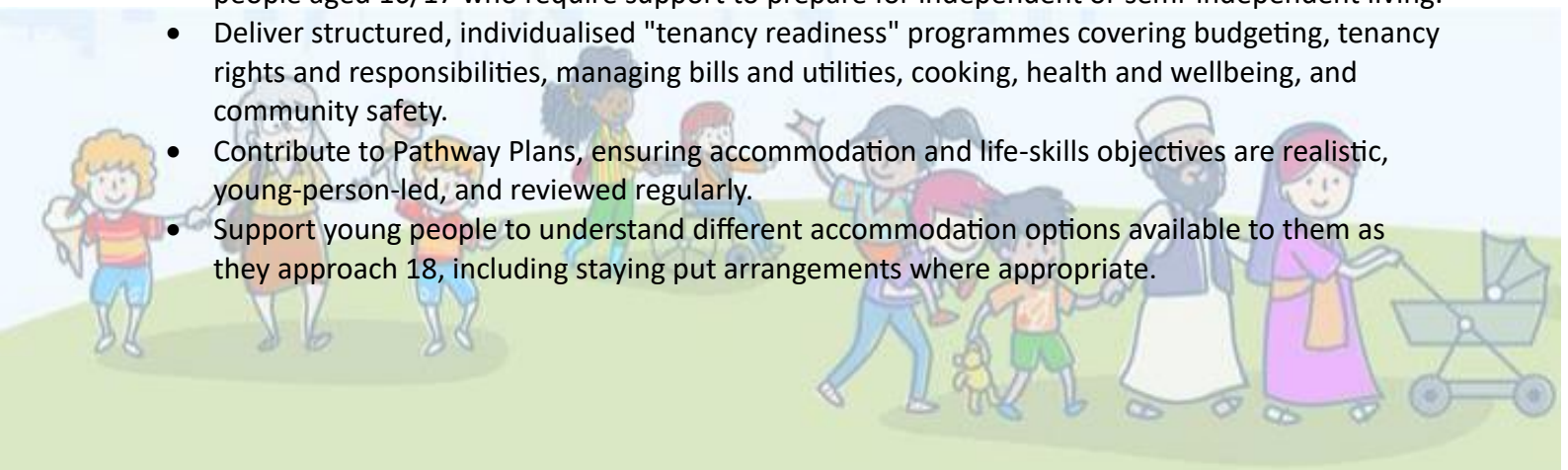
The post holder will work directly with:

- Homeless, potentially homeless care leavers and care leavers in unsuitable accommodation.
- 16/17-year-old looked after children being prepared for independence, supporting them to become "tenancy ready"
- Care leavers living outside the local authority area who experience accommodation difficulties
- Care leavers leaving custody who require support to resolve accommodation issues prior to and following release.

Main Duties and Responsibilities

1. **Homeless and Potentially Homeless Care Leavers**
    - Act as the first point of contact for Personal Advisors who are working with care leavers presenting as homeless or at risk of homelessness, providing an immediate and effective response in line with the local authority's homelessness prevention duties, the Homelessness Reduction Act 2017 and specifically the ambitions of Bradford Children and Families Trust for all their care leavers.
    - Complete or contribute to Personal Housing Plans in partnership with Housing Options/District Housing teams.
    - Source emergency and interim accommodation where required, ensuring placements are safe, suitable, and Ofsted/regulation-compliant where applicable.
    - Advocate on behalf of care leavers alongside their PA's with Housing Options, temporary accommodation providers, and private landlords to prevent rough sleeping.
    - Maintain up-to-date knowledge of local housing options including semi-independent provision, social housing, and the private rented sector.

2. **Tenancy Readiness for 16/17-Year-Old Looked After Children**
    - Work with social workers, foster carers, and residential staff to identify looked after young people aged 16/17 who require support to prepare for independent or semi-independent living.
    - Deliver structured, individualised "tenancy readiness" programmes covering budgeting, tenancy rights and responsibilities, managing bills and utilities, cooking, health and wellbeing, and community safety.
    - Contribute to Pathway Plans, ensuring accommodation and life-skills objectives are realistic, young-person-led, and reviewed regularly.
    - Support young people to understand different accommodation options available to them as they approach 18, including staying put arrangements where appropriate.



3. **Care Leavers Living Out of Area**

- Maintain oversight of care leavers who have moved away from the local authority area, ensuring accommodation remains suitable and support needs continue to be met.
- Liaise with host local authorities, housing providers, and support services in the young person's area of residence to resolve accommodation issues promptly.
- Undertake or coordinate visits (including travel where necessary) to assess accommodation standards and safety for young people living out of area.
- Ensure continuity of the Personal Advisor relationship and statutory entitlements (e.g. Setting Up Home Allowance) regardless of the young person's location.

4. **Care Leavers Leaving Custody**

- Work alongside lead PA's and in partnership with Youth Justice Services, prison/YOI resettlement teams, probation to plan accommodation in advance of release.
- Ensure accommodation is identified and confirmed prior to release wherever possible, avoiding release with no fixed abode.
- Attend sentence planning alongside PA's, resettlement, and multi-agency public protection (MAPPA/MASH) meetings as required to represent housing and accommodation needs.
- Support PA's with their care leavers post-release to sustain accommodation, addressing risk factors that may affect tenancy stability (e.g. licence conditions, exclusion zones, offending behaviour triggers).

5. General Personal Advisor Duties

Whilst the post does not have case holding responsibilities it is anticipated that you will work alongside Personal Advisor colleagues and build relationship with individual care leavers and 16/17-year-old looked after children.

- Co-produce and regularly review Pathway Plans, ensuring accommodation, education/employment, health, and emotional wellbeing needs are addressed holistically.
- Maintain accurate, timely case records in line with statutory and organisational requirements.
- Support young people to access their financial entitlements, including Setting Up Home Allowance and other leaving care grants.
- Work proactively to prevent breakdown of accommodation placements through early identification of risk and multi-agency problem-solving.
- Attend and contribute to statutory reviews, panels, and multi-agency meetings.
- Champion the voice of care leavers, embedding participation in service planning and individual decision-making.



About you

Qualifications

- Relevant professional qualification (e.g. NVQ Level 3/4 in Health & Social Care, Youth Work qualification) or equivalent experience and willing to register to commence the course within 3 months of taking up appointment and have successfully completed it within 12 months of registration.
- Evidence of continued professional development relevant to leaving care, housing, or youth justice.

Knowledge and Experience

- Demonstrable experience of working with care leavers, looked after children, or vulnerable young people.
- Sound working knowledge of leaving care legislation and statutory guidance (Children Act 1989, Children (Leaving Care) Act 2000, Children and Social Work Act 2017).
- Working knowledge of homelessness legislation (Homelessness Reduction Act 2017) and local housing options/allocations processes.
- Understanding of the youth justice system and resettlement processes for young people leaving custody.
- Experience of multi-agency working, including with Housing, Youth Justice Services, and health partners.
- Of working with young people from a diverse range of backgrounds with a diverse range of needs which may include those with learning disabilities.
- Of working with other relevant agencies.
- Restorative approach to support and challenge

Skills and Abilities

- Strong advocacy and negotiation skills, able to influence housing providers and partner agencies on behalf of young people.
- Ability to manage a complex and varied caseload, prioritising effectively.
- Excellent relationship-building skills with young people who may have experienced trauma or instability.



- Confident IT skills for case recording and plan writing.
- Full UK driving licence and access to a vehicle for travel across and beyond the local authority area (essential, given out-of-area and custody-related travel requirements).

Values

- Commitment to corporate parenting principles and improving outcomes for care leavers.
- Resilient, non-judgemental, and solution-focused approach.
- Commitment to safeguarding and promoting the welfare of children and young people.
- Demonstrate the Bradford Children and Families Trust values as part of everyday working and carry out all duties in accordance with professional service standards

Additional Information

- Bradford Children and Families Trust is committed to safeguarding and promoting the welfare of all children who use our services and as such expects all staff to share this commitment. Successful applicants will be required to complete the relevant safeguarding checks. This post is subject to an enhanced DBS check.
- The post holder will be required to travel, including overnight stays where care leavers are placed out of area.
- This job description is not exhaustive and may be reviewed in line with service needs.
- We are an equal opportunities employer.

