



WORKING AS A YOUTH CONNEXIONS PERSONAL ADVISER FOR HCS LTD

Background

HCS Ltd is an independent Careers Company. The Connexions Service went live in Hertfordshire in April 2002 and HCS is contracted to deliver services for Connexions Hertfordshire. The service was rated as "very good" in a recent Ofsted inspection.

In common with all local authorities, Hertfordshire is making progress in implementing Children's Trusts arrangements. An integrated youth support service was established in April 2008 and Connexions Hertfordshire became Youth Connexions Hertfordshire drawing up commissioning arrangements for the delivery of Information, Advice and Guidance services - which is key to the 5 outcomes of Every Child Matters: being healthy, staying safe, enjoying and achieving, making a positive contribution and achieving economic well being.

HCS is a key employer of Personal Advisers (PAs) who work in schools, colleges and in the community. Personal Advisers are also employed by other agencies with support targeted for young people who are most at risk e.g. young travelers, young people leaving care.

Trainee Personal Advisers who join HCS will work towards the NVQ4 in Learning, Development and Support Service (LDSS) to qualify them as Youth Connexions Personal Advisers with a career guidance specialism.

Hertfordshire is a large county so PAs work in one of 10 districts within 4 areas:

North Area – split into 2 district teams; North Herts (Letchworth, Baldock, Royston and Hitchin) and Stevenage

South Area – split into 3 district teams; Hertsmere (Borehamwood, Potters Bar and Radlett), Three Rivers (Rickmansworth, Chorleywood) and Watford

East Area – split into 3 district teams; East Herts (Bishops Stortford, Ware, Hertford and Buntingford), Welwyn/Hatfield and Broxbourne (Hoddesdon, Tring and Broxbourne)

West – split into 2 district teams; St. Albans (Harpenden, St. Albans), Dacorum (Tring, Hemel Hempstead, Kings Langley)

Our Head Office is located in Letchworth Garden City and staff attend training and some meetings there. Due to the amount of local travelling we require applicants to be able to drive and have regular use of a car.

The Personal Adviser Roles

Within each district we employ Personal Advisers who have a mixed Education and Community remit. We also have a specialist team which support young people who have learning difficulties and disabilities (LDD).

Personal Advisers work with young people aged 13-19 (25 with LDD) in a wide variety of settings including schools; colleges; learning support centres; training providers and in the community. A key part of the role is to prepare young people for making successful transitions into adult life and to support individuals as they make that transition where this proves necessary. The job requires PAs to be flexible and creative in their approach and to be able to interact well both with the young people, who are our key clients, but also with school staff; employers and other adults.



LDD PAs specialise in supporting young people who have learning difficulties and disabilities both within specialist education and in the community. Specialist advice and support is available to mainstream PAs on working effectively with young people who have LDD. LDD PAs are based at our Head Office in Letchworth but work with young people across Hertfordshire.

We encourage our staff to be flexible across roles and the geographical area in which they work.

In line with our strong commitment to flexible working and our supporting ICT infrastructure, PAs have the opportunity to work flexibly from different locations, including home, rather than return to a single base every day.

What salary can I expect?

Trainee Personal Advisers are recruited onto Grade 2 with a starting salary of £17,867 p.a. After satisfactory completion of a year of training in the NVQ Level 4 in LDSS you would move to Grade 3 (see below), then Grade 4 (see below) when you have completed your qualification. This is based upon working full time.

With the QCG you would be recruited onto Grade 3 with a starting salary of £21,394 p.a. Upon satisfactory completion of the NVQ Level 4 in LDSS you would be re-graded to Grade 4 (see below).

With an NVQ Level 4 qualification in LDSS (or the Diploma in Careers Guidance Parts 1 and 2) you would be recruited onto Grade 4 with a starting salary of £24,447 p.a.

What are the opportunities for progression as a Personal Adviser?

Within each geographical area there are Lead Personal Adviser posts. These posts have line management responsibility. The salary range for a Lead PA is £28,338 - £32,276 p.a.

Similarly within our specialist LDD team, Lead Personal Adviser posts are available on the same salary scale.

If you have any questions about the Guidance team at HCS, please contact our HR team on 01462 704984 or at hrrecruitment@hcs.co.uk

NB this information is correct at the time of writing (updated Oct 2009) however is subject to change.

