



Role Profile

Link Worker
Adults

Role Profile: Link Worker	Role Profile Number: SBC_10757
Directorate: Adult Services	Reporting to: Advanced Social Work Lead
Grade: CFL 7	Date Prepared: 29.09.2026

Our Values

Our [Values](#) shape how we work for the people of Swindon. They guide how we make decisions, how we deliver services and how we work with our communities and partners.

Our Values are:

We SEE – people, not problems – and stay curious to understand their story.

We HEAR – each other and the people we serve

We CARE – about our colleagues, our residents and our community

We ACT – with integrity, accountability and purpose

We LEARN – from data, feedback and experience so we keep improving

These five values describe the standards we hold ourselves to as a Council, and what residents and partners can expect from us.

The Swindon Commitment

The [Swindon Commitment](#) shows how we bring our Values to life every day, in every role, across all that we do. It turns our Values into practical promises between the Council, our colleagues and the people we serve so we can work together to deliver the best possible services and support.

Created with colleagues from across the organisation, the Swindon Commitment sets out a shared understanding of how we work, lead and behave. Rooted in our five core values, it reflects how we listen to, include and respond to residents, communities and each other.



Purpose:

The Transition Worker will be responsible for supporting young people 11 – 25 with complex needs (including complex special educational needs) through the transition process from children to adult services. The main focus of the work is to plan the long term future of young people, involving them, their family and professionals working with them.

Our aim is that all young people including those with learning disabilities have high aspirations for their future, live as independently as possible in the local area and access the appropriate education, training and employment. The post involves the need to manage expectations across services with stakeholders, other statutory partners and voluntary sector provider with a particular emphasis on learning disabilities within Special Education establishments, transitions carers groups and locality leads.

Key responsibilities and accountabilities:

Manage a caseload of young people aged 11 – 25 and develop a plan for their long term future from children to adult services

- Ensure the plans developed focus on building on the strengths of individual young people and their families and enable them to access education, training and sustainable employment to raise their aspirations for the future
- Support young people and their parent/carers with individual work, operating within a culture that is enabling and supports young people to make well informed choices.
- Undertake an annual review with young people, parent/carers and professional colleagues including schools
- Work with Education establishments to develop individual education programmes for older children/adults with complex needs transferring to adult services to maximize independence based on the application of the Council's Adult Supported Self Assessment
- Promote the use of My Care My Support for self funding service users and early self assessment
- Facilitates collaboration between different providers and develops delivery partnerships
- Facilitates lessons learned within and across teams and partners
- Maintain Continued Professional Development in accordance with required professional qualification and legislative changes that impact on information delivery
- Responsible for maintaining accurate and timely case records.
- Able to travel between locations. The role will include information sessions outside of normal working hours

Professional**Decision making:**

- Clarity of intention
- Clear and effective communicator
- Is purposeful and makes decisions

Creativity and innovation

- Insert element of the job where creativity and innovation are required.

Job Scope

Number and types of jobs managed:	N/A
Budget Holder:	No
Budget Value:	N/A
Asset Responsibility:	N/A

PERSON SPECIFICATION

Qualifications:	Essential or Desirable
• Relevant professional qualification in social care, education or health or significant operational experience	E
Knowledge and Experience:	
• Extensive experience of working with young people and their parent carers • Extensive experience of health, education and social care in relation to young people with complex needs • Knowledge of Special Educational Needs reform and Care Act 2014	E E E
Aptitudes, Skills and Competencies:	
• Ability to analyse information and provide good assessments and care plans	E

• Excellent communication skills	E
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Other Key Features of the role

It should be noted that the duties and tasks associate with this post may change from time to time without altering their general character or the level of responsibility entailed. The above duties and activities associated with this job are neither exclusive nor exhaustive and the job holder may be called upon to carry out other such appropriate duties as may be required within the grading level of the job.

