

**JOB DESCRIPTION**

**Children and Adults Services**

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|  | **POST TITLE: Specialist Transition Officer** |  |
| 1. **2.** | **POST NUMBER:** |  |
| 1. **3.** | **GRADE:** **10**  *Job Evaluation Ref No: N9523* | Job Evaluation Ref No: *(please delete if job not in scope)* |
|  | **LOCATION:** Your normal base will be at the Civic Centre, Crook. However  you will be required to work at any Council workplace within County Durham; in a range of schools, colleges and independent private providers; and across the North East region and beyond. |  |

1. **RELEVANT TO THIS POST:**

**This post is 100% funded until July 2018 through ESF/YEI through the DurhamWorks project**

**Flexible Working:** Subject to service needs, the Council’s flexible working policy is applicable to this post. The post holder may be required to work outside of normal hours.

**Contract:** This post is funded through ESF and the Youth Employment Initiative (YEI) as part of the 2014-2020 European Structural and Investment Funds Growth Programme in England. The YEI/ESF funding will end in July 2018.

**DBS:** This post is subject to Enhanced Disclosure.

1. **ORGANISATIONAL RELATIONSHIPS:**

The post holder will be accountable to the Learner Engagement Co-ordinator in the Adult Learning and Skills Service. It will be essential for the post holder to establish strong networks and working relationships with a wide range of YEI Delivery Partners, colleges, providers, statutory and voluntary agencies, employers and teams across Durham County Council.

1. **DESCRIPTION OF ROLE:**

The Youth Employment Initiative (YEI) is an EU funded programme to help unemployed 16-24 year olds improve their skills and move into employment, training or education. The post holder will need experience as a manager/team leader, as they will have line management responsibility for a small team of staff based in One Point Hubs, alongside a virtual team from other DCC departments.

The post holder will work with a team to ensure vulnerable unemployed 16-24 year olds receive specialist 1:1 support to enable them to improve their skills and motivation and progress into employment, training or education.

1. **DUTIES AND RESPONSIBILITIES *SPECIFIC* TO THIS POST:**

**The role of the Specialist Transition Officer is to:**

* Support the co-ordination of specialist support for participants on the YEI programme.
* Develop excellent working relationships with a wide range of partners and deliverers including YEI Delivery Partners, colleges, providers, statutory and voluntary agencies and employers.
* Work closely with colleagues in the following Durham County Council services: Looked After Children & Care Leavers, Youth Offending, Public Health, Special Educational Needs and Disabilities, to ensure a co-ordinated and collaborative approach to supporting vulnerable participants, including managing a virtual team across these services.
* Demonstrate in-depth knowledge and understanding of the barriers to progression for vulnerable young people aged 16-24 and the provision available in County Durham to support them.
* Develop excellent working relationships with a small caseload of young people and where appropriate their parents/carers, providing Information, Advice & Guidance.
* Work with internal & external partners to develop innovative approaches to progression and increase opportunities for vulnerable young people and young adults through job carving, supported internships, traineeships and pre-apprenticeships for example.
* Work with Durham County Council’s departments to broker work placement/work experience and Apprenticeship opportunities for vulnerable young people.
* Maintain up to date knowledge of changes in legislation, policy guidance and good practice relating to progression.
* Contribute to programme-wide performance and sharing of good practice.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as required by the Service.

**9. COMMON DUTIES AND RESPONSIBILITIES:**

9.1 **Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so that the user and the Service’s requirements are met and that the highest standards are maintained.

To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

9.2 **Communication**

To establish and manage the team communications systems ensuring that the Service’s procedures, policies, strategies and objectives are effectively communicated to all team members.

9.3 **Professional Practice**

To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Service’s stated objectives of continual improvement in quality of its service to internal and external customers.

9.4 **Health and Safety**

Manage health and safety in their area of responsibility in accordance with the relevant section(s) of the Corporate/Service Health and Safety Policy and to ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

9.5 **General Management (where applicable)**

To provide vision and leadership to staff within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the Authority’s and the Service’s policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

9.6 **Financial Management (where applicable)**

To manage a designated budget (as required) ensuring that the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

9.7 **Appraisal**

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

9.8 **Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice.  To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

       These policies apply to all employees of Durham County Council.

9.9 **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has a Personal Information Security Policy in place.

9.10 **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

**PERSON SPECIFICATION: Specialist Transition Officer**

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualification** | A professional qualification in Advice and Guidance at Level 6 or above for example:   * Postgraduate Diploma in Careers and Guidance * Qualification in Careers Guidance * Full Level 6 Diploma in Careers Guidance and   Development   * NVQ Level 4 gained in a careers guidance context combined with the 3 additional units at Level 6 as defined by the CDI. * Guidance and Counselling (Joint Hons) Degree in a form recognised by the CDI.   **OR**  Equivalent Level 6 qualifications gained in Scotland, Northern Ireland or Wales.  **OR**  NVQ Level 4 gained in a careers guidance context combined with significant experience in a guidance role.  Applicants qualified at Level 4 will be expected to undertake further training to Level 6 in the post. |  | * Application Form * Selection process * Pre - employment checks. |
| **Experience** | * Range of experience in leading and implementing successful projects to timescales and achieving/exceeding targets. * Significant experience of working directly with young people, including Care Leavers and those with complex needs. * Proven track record of working with partners to effect change for young people. * Significant experience of working with providers, colleges, statutory and voluntary agencies, employers and Durham County Council, including the One Point Service. * Experience of managing multiple strands of activity * Experience of effectively targeting resources to maximise outcomes * Experience of managing teams. | * Experience of managing funding and budgets * Experience of managing transition processes | * Application form * Selection process * Pre - employment checks. |
| **Knowledge/ Skills** | * Understanding of issues relating to progression for Care Leavers, young people & young adults who are vulnerable and/or have complex needs. * Excellent presentation, verbal and written skills * Excellent interpersonal skills * Influencing and negotiation skills * Ability to plan work and manage time effectively * A strong team player, able to relate well and quickly to other team members and senior people from other organisations * Ability to work under pressure, to prioritise and meet deadlines * Ability to work in partnership with internal and external stakeholders * Ability to manage staff and develop a strong team * Ability to adapt priorities to meet internal/external demands * ICT skills including use of Outlook and Microsoft Office | * Understanding of European grant programmes * Knowledge of Key Working principles. | * Application form * Selection process * Pre - employment checks. |
| **Personal Qualities** | * Has drive, enthusiasm, resilience and a flexible approach to work * Holds high aspirations for young people/young adults * Must be performance-oriented i.e. motivated by a desire to achieve performance targets and deliver a quality service * Self-motivated and capable of responding independently to problems/situations * Exercises initiative within the parameters of the programme * Keen for self and team to learn and develop new skills and take on new challenges * Conscientious, responsible and professional approach to work * Adaptable, with the capacity to work effectively under pressure and to tight deadlines * Open to change and committed to innovative development * Flexible approach to working across the LA geography. Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance). |  | * Application form * Selection process * Pre-employment checks. |