**PERSON SPECIFICATION – DEVYJS YOUTH JUSTICE SERVICE OFFICER POST REFS: SR-107145**

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| **Requirements** | **At Band** | **Essential**  Please indicate in brackets after each criteria how this will be verified i.e. (F) (I) (T) (R) | **Desirable**  Please indicate in brackets after each criteria how this will be verified i.e. (F) (I) (T) (R) |
| * **Educational / vocational / occupational qualifications and/or training** * **Specific qualifications (or equivalents)** | Band 7 | Good level of general education, 3 GCSEs at grade C or above (F, I) | NVQ Level 3 or 4 Social Care, Criminal Justice System or Community Youth Work.(F,I)  Relevant degree (Criminology, Law, Sociology) (F, I)  Other relevant qualification (e.g. Counselling) (F)  First Aid qualification (F, I)  Relevant vocational qualifications (eg. Construction, Horticulture, Outward Bounds etc (F, I) |
|  | Band 8 | Willingness and ability to work towards Youth Justice Effective Practice Certificate (YJEPC) (F, I)  Qualification in Restorative Justice (F, I)  Evidence of relevant professional or organisational training (eg. CSE, Mental Health, Substance Misuse, Safeguarding etc) (F, I) |  |
|  | Band 9 | Professional Certificate in Effective Practice (PCEP) **or** Youth Justice Effective Practice Certificate (YJEPC) (F, I)  Health & Safety qualifications & training in risk assessment e.g. IOSH/COSHH (F, I) | Supervisory Qualification (eg. Team leader etc) (F, I) |
| * **Work or other relevant experience** | Band 7 | Experience of working with young people, adolescents or young adults (F, I, R) | Experience of Youth or Community or Probation work in a criminal or social exclusion setting. (F, I, R)  Experience of organising work routines effectively using own initiative with a minimum of supervision and support. (F, I, R)  Previous experience of working with challenging behaviours (F, I)  Experience of multi-agency working (F, I) |
|  | Band 8 | Experience of Youth or Community work in a Crime/Social exclusion/Social Care setting (F, I)  Experience of co-ordinating/mentoring other staff/colleagues/volunteers (F, I, R)  Experience of organising work routines effectively using own initiative with a minimum of supervision and support. (F, I)  Previous experience of IT in a criminal justice or social care environment (F, I) | Previous work within a Youth Offending team (F, I)  Experience of gathering and sharing data to inform performance (F, I)  Experience of delivering Restorative Interventions/Approaches (F, I) |
|  | Band 9 | Significant Experience of Youth or Community work in a Crime/Social exclusion/Social Care setting (F, I)  Previous project work and/or project development (F, I) | Previous supervisory experience (F, I, R) |
| * **Skills, abilities, knowledge and competencies** | Band 7 | Understanding of engage with at-risk and socially excluded young people who have challenging behaviour patterns and attitudes. (F, I)  Ability to undertake and complete quality assessments and plans to expected timescales/deadlines (F)(I)  To identify and address factors influencing young people’s behaviour (F, I)  Knowledge of Safeguarding priorities (F, I)  Ability and willingness to engage in teamwork with staff at all levels across statutory and voluntary agencies and make timely referrals where appropriate/necessary. (F, I)  Ability to handle sensitive issues and people with tact and diplomacy (F, I)  Ability to follow instructions, policies and procedures (F, I, R)  Ability to deliver a varied range of activities, which cater for the individual needs of young people from a wide range of backgrounds and abilities in the 10-17 age group. This would include after school, evening and weekend work (F, I) | General knowledge of current legislation/issues concerning youth work in a Criminal Justice setting. (F, I)  Knowledge of Child development (F, I)  Able to deliver groupwork (F, I)  Ability to prioritise work and organise own work (F, I, R) |
|  | Band 8 | Ability to demonstrate and apply knowledge of current legislation / issues concerning youth crime on a micro and macro level (F, I)  Ability to case manage more complex cases (eg. CIN, CP, LAC, or those of higher Risk of Harm and Safety & Wellbeing)  Ability to write good quality and timely reports in relation to more complex cases (F, I)  Working knowledge of national standards re: compliance and enforcement (I)  Ability to work restoratively with young people and victims, according to Victim Codes of practice and statutory guidance (F, I)  Ability to identify an individual’s learning style as part of an assessment (F, I)  Ability to make clear assessments, prioritise and implement interventions (I)  Ability to use bespoke software such as CareDirector Youth, ICS, CAF (F)  Ability to advise and guide junior colleagues and/or volunteers (individually and collectively) (F, I) | Ability and experience of working to statutory and YJB Referral Order Guidance (F, I)  Provide information to YJS managers in relation to statutory victim/RJ returns and Referral Order panels and reports (F, I)  Ability to liaise with YJS management to inform annual reviews of Volunteer Community Panel Member performance (F, I) |
|  | Band 9 | Detailed knowledge of current issues concerning youth crime (I)  Detailed knowledge of pertinent legislation such as Crime and Disorder Act, Criminal Justice Act, LASPO Act, Children Act and Youth Justice and Child Protection Systems, and ability to interpret them to meet specific circumstances (F, I)  Ability to assume the role of lead practitioner, when required, including the organisation of multi-agency meetings (F, I)  To undertake case management of statutory Referral Orders and/or more complex cases (F, I)  Provide oversight and feedback to sessional staff or junior colleagues re: case recording and delivery of interventions (F, I, R)  Ability to complete and review risk assessments in relation to Health & safety, projects, resources (F, I)  Knowledge and understanding of Health & Safety legislation and ability to apply this knowledge independently (F, I)  Ability to use own initiative to co-ordinate and obtain resources appropriately (F, I) | Provide information to YJS managers in relation to Unpaid Work, to support and enable YJB performance grant returns to be completed. (F, I)  In conjunction with YJS managers, assist in the induction and training of sessional workers and/or volunteers, to enable them to work with young people under YJS supervision (F, I) |
| **General competencies** | Band 7 | Good communication skills – written and verbal (F, I, R)  Ability to liaise and communicate with other professionals and families (F, I)  Non judgemental and resilient (F, I)  Good team working skills (internally and externally) (F, I, R)  A commitment to anti-discriminatory practice (F, I)  Willingness and ability to undertake core training and other developmental training where appropriate (F, I)  Available and able to work flexibly including some evening and weekend work (F, I)  Willingness to further own skills through professional development (F, I)  Understanding of Equality & diversity issues affecting young people and their community (F, I)  Willing to work outdoors in all weathers to supervise restorative activities (I)  Ability to travel independently throughout the Borough (I)  Ability to use information technology and software programmes (I, F) | Full driving licence (F, I)  Access to own vehicle (F, I)  Practical skills (eg. construction, DIY, mechanics, horticulture etc) (F, I) |
|  | Band 8 | Ability to plan ahead (F, I)  Good verbal and written presentation skills and the ability to write accurate reports (I) | Willingness to represent YJS externally within other forums (eg. Restorative Justice) (F, I) |
|  | Band 9 | Ability to organise work routines effectively, using own initiative with a minimum of supervision and support (F, I)  Ability to support and mentor more junior colleagues when required, giving instructions and checking that work undertaken meets acceptable standards (F, I)  Ability and evidence of being able to work effectively across all tasks within the scope of the role (F, I)  Ability to work to varied deadlines regarding projects, resources and information to YJS managers (F, I, R) | Experience of building and maintaining networks and relationships with local community groups. (F, I) |
| **ESSENTIAL / DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | | |

**On-going Training Requirements**

The post holder will be required to undertake the following mandatory/essential training at the frequency indicated.

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| **Mandatory/Essential Training** | **Frequency** |
| Compete the Youth Justice Effective Practice Certificate award  AssetPlus assessment internal training  Referral Order Panel representative trg  In-house induction to reparation tasks  Restorative approaches internal trg  Safeguarding training in accordance with Hartlepool Borough Councils training programme  PREVENT training  Hartlepool YJS have an internal training programme which aims to increase awareness of issues attributed to the young people being supported. The programme consists of   * + Role of the Youth Justice Service   + Risk of Harm/Safety and Well-being   + Desistance awareness – how your work reduces risk of the young person re-offending   + Speech, Language and Communication Needs   + Mental health awareness inc Trauma and Communication needs, suicide and self-harm   HBC have an annual training programme which is available to all staff so professional development opportunities are encouraged | Course is a one off and completed over 9months.  On recruitment and refreshers as and when required.  On recruitment.  On recruitment.  On recruitment.  A minimum of every 2 years or sooner if need arises  As directed by HBC  The YJS internal training programme is reviewed according to the needs of the young people and delivered annually |

Please note that all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary).