

Job Description

Job Title: Youth Progression and Transitions Assistant Manager

POSCODE

Grade: P1

Overall purpose of the job

To support the Youth Progression and Transitions Manager with managing the expansion of support for young people aged 18-21 years with a focus on providing access to education, training and employment support.

To support the Youth Progression and Transitions Manager with strengthening the offer for younger age groups to re-engage and support 16- and 17-year-olds who are at risk of or who have already disengaged from sustained participation in education.

Through the Youth Guarantee Trailblazer support 18–21-year-olds to seek and secure employment and/or training and support with testing ways of working to inform the development of national policy and future funding.

To lead on partnership working, bringing together the different service providers and organisations in Cambridgeshire including Youth Justice, Jobcentre Plus, Youth Employment UK and further education providers.

To provide operational line management to the Youth Progression Advisors across Cambridgeshire providing caseload supervision, mentoring and support and ensuring a coordinated response to need and allocation of resource across the county to young people who are Not in Education Employment or Training (NEET).

Support retention in post 16 learning through negotiation and partnerships with a wide range of agencies, including school/college, training providers and other supporting organisations.

To research and understand the existing service landscape and link in with support and services available to young people and ensuring young people are at the centre of co-designing.

Main accountabilities

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1.	<p>To provide first line management to a team of Youth Progression Advisors across Cambridgeshire.</p> <p>This includes duties of operational line management:</p> <ul style="list-style-type: none">• Monthly supervision to each Youth Progression Advisor to include Our Conversations wellbeing and support, professional development and setting goals and outcomes.• Caseload supervision.• Support Youth Progression Advisors with complex casework.

	<ul style="list-style-type: none"> • Ensuring all requirements of recording are met to meet information required for our statutory reporting of NEET/EET status to the DFE and Youth Guarantee Trailblazer. • Participate in regular team meetings to oversee, and alongside the Youth Progression and Transitions Manager using available data to monitor demand and allocation of resource across the county to ensure support is provided for the most vulnerable young people in Cambridgeshire
2.	Partnership Working <ul style="list-style-type: none"> • To research the support and services available to young people and identify any gaps in provision and support. • To strategically work with training providers, employers, voluntary organisations, young peoples supported accommodation and other agencies including Job Centre Plus to support young people back into education, employment or training. • Develop a detailed knowledge of the education and training landscape across the county to provide consultation, support and advice on education, employment and training issues to relevant colleagues across Cambridgeshire County Council. • To develop positive and constructive relationships with a range of partners from secondary, alternative and post 16 provision, supported accommodation, job-centre plus and others as appropriate, to identify, monitor and support at risk of NEET and NEET young people. • To strategically work with Youth Employment UK and Combined Authority to contribute to the Youth Forum. • To represent the local authority in meetings with internal and external partners and be proactive in driving forward the strategic objectives for the Youth Guarantee Trailblazer.
3.	Statutory Reporting <ul style="list-style-type: none"> • To oversee via caseload supervision of Youth Progression Advisors to maintain up to date and accurate client records that meet statutory requirements to support the council to comply with its statutory duty to report NEET and unknown data to the Department of Education • Recording the September Guarantee • Supporting delivery of the Annual Activity Survey • Case recording and practice guidance • Determine reporting requirements for Youth Guarantee Trailblazer and ensure this is adhered to by the transitions team. • To analyse data and identify solution focused plans to support young people through the Youth Guarantee Trailblazer into appropriate provision.
4.	Strategic Delivery <ul style="list-style-type: none"> • Support the implementation of the Youth Guarantee Trailblazer ensuring all requirements and timelines are met. • To be responsible for writing reports as directed through the Youth Guarantee Trailblazer and Youth Guarantee Programme board. • To support with monitoring and evaluation of the design, implementation and outcomes of the Youth Guarantee Trailblazer. • To promote young people's voice and collaboration by collecting feedback on service delivery to support influencing change and developing future services to promote young people's voice and collaboration by

	<p>collecting feedback on service delivery to support, influencing change and developing future services.</p> <ul style="list-style-type: none"> • Use engagement strategies to engage with young people and link in with the Youth Employment UK and Combined Authority to contribute their voice to the Youth Forum.
5.	<p>To demonstrate a commitment to continuous improvement.</p> <ul style="list-style-type: none"> • Keep up to date with information and professional development. • Contribute to the development of effective systems. • Access training and development opportunities. • Contribute to continuous improvement processes and quality standards. • Keep up to date with post 16 opportunities in learning and re engagement programmes. • Keep up to date with the benefit system and how benefits affect young people and families. • Contribute to the Our Conversation process. • Development of management and leadership knowledge and skills
6.	Demonstrate an awareness and understanding of equality, diversity and inclusion.
7.	Ability to contribute to our commitment of becoming a Net Zero organisation by 2030.
8.	<p>Safeguarding commitment <i>(Include for roles involving work with children/vulnerable adults)</i></p> <p>We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.</p>

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job.

Qualifications Required	Subject	Essential/ Desirable
Educated to Key Skill Level 2: 5 GCSEs at Grade C or above; NVQ level 2; or equivalent.	Qualifications to include English and Maths	Essential
Educated to Key Skill Level 4: Bachelor's degree; HNC; HND NVQ level 4 or equivalent in Guidance or management related qualification.	Guidance or management related qualification	Essential

Minimum levels of knowledge, skills and experience required for this job.

Identify	Describe	Essential/ Desirable
Knowledge		
Awareness of other support for young people, e.g. careers, youth work, voluntary sector, health, social services, education and youth justice.	Engagement with partners to ensure correct support is brokered as per needs for the young person	Essential
Knowledge of current education, training and employment issues	Knowledge of the issues that are faced by children and young people that become barriers to accessing education, training or employment	Essential
Good working knowledge of relevant legislation	Knowledge of relevant legislations needed for working with children, young people and families.	Essential
Skills		
To be persuasive and work with providers to achieve outcomes and overcome barriers	To be able to influence partner agencies such as schools, training providers and FE colleges to ensure that young people are able to access education, training and employment.	Essential
Ability to communicate effectively at all levels and through all mediums and work closely within a team.	Has the skills to be able to alter communication style to meet the needs of the audience effectively.	Essential
Ability to analyse and evaluate information critically	Being able to use information to measure performance and evaluation.	Essential

Ability to manage own and supervisees workload effectively in consultation with own line manager	Being able to discuss with line manager to be able to understand own workload and to be able to listen to supervisees and support them effectively to manage their own workloads.	Essential
Ability to work autonomously, plan workload and activities	Flexible and able to use own initiative.	Essential
Effective use of IT and electronic case management systems	Ability to use a wide range of IT systems including case management systems.	Essential
Demonstratable planning and organisational skills	Ability to be able to organise and plan work activities to meet service need and needs of young people	Essential
Able and willing to travel across Cambridgeshire.	Ability to travel as required.	Essential
Experience	Give an idea of the type and level of experience required do not specify years of experience.	
Post qualification experience in a relevant field including management of team or service.	Experience of working in a field that involves supporting young people.	Essential
Experience of complex casework and interagency working with children/young people and families.	Experience of working within a team that supports children, young people and families and working within multi-agency teams to support the young people and families.	Essential
Experience and ability to undertake the full requirement of staff supervision.	Being able to provide professional supervision and undertake annual appraisals with staff	Essential
Experience of the education, health and social care systems and how young people are supported	Experience of working effectively in partnership with a range of agencies.	Desirable
Equality, Diversity and Inclusion	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	Essential
Net Zero	Ability to contribute towards our commitment of becoming a net zero organisation.	Essential
Safeguarding (applies to all roles working with children/vulnerable adults)	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in	Essential

	a way that promotes the safety and well-being of children and young people/vulnerable adults.	
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Disclosure level

What disclosure level is required for this post?		
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid	Field	Remote	Mobile
		x			