



Job Description

Job Title: Assistant Youth Offending Officer

POSCODE: 0800

Grade: I

Overall Purpose of Role

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

As part of the Children and Young People's Service, the Youth Offending Service was formed in 1999 following the bringing together of multi-disciplinary groups including Youth Justice, Police, Probation and Healthcare etc. The YOS exists to work within the 1998 Crime and Disorder Act, dealing with young people between the ages of 10 and 17 who have been dealt with by the Youth Court. The YOS also works with children referred by the Police to be dealt with by way of an Out of Court Disposal for an admitted offence, and with children who are seriously thought to be on the cusp of offending, via preventative services. Assistant Youth offending workers will be allocated to a role within PADS, Restorative Justice or Court Work. They will be an expectation that all staff will be allocated workers to support young people who are known to the YOS.

Main Accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities

	Main Accountabilities
1	To be responsible a caseload of Young People, undertake assessments and reviews of the circumstances of the offence and the offender child and to implement and deliver intervention plans in order to reduce crime and prevent re-offending.
2	Through direct contact with the referred person, families, carers and other agencies, devise and carry out intervention plans, using negotiated resources and to contribute to the reviewing and revising of plans in accordance with National Standards.
3	Be responsible for administration duties and court preparation duties. Work and complete assessments with young people in court cells and liaise with the Youth Justice Board to ensure the young person safety and wellbeing is prioritised.
4	Be responsible to ensuring all assessments and case recording are maintaining systems to ensure the young person is safeguarded and that information sharing, ensuring accuracy and confidentiality in accordance with policies and procedures are followed.
5	To develop and maintain links and liaison with other agencies, professionals and organisations that provide assistance to offenders or victims in order to address the offending behaviour and to reduce crime and re-offending.

6	To participate actively in training, supervision and Unit meetings to continually update knowledge and personal development.
7	To promote the objectives, policies and practices of the Youth Offending Services and to contribute to the functions and smooth running of the service.
8	To work on a rota basis to ensure duty cover during core office hours one day per week to ensure the service responds in accordance with Youth Justice Board obligations.
9	To mediate between victim and offender and, where appropriate, achieve mutually acceptable offence resolution and reparation in order for offenders to be re-integrated into the community.
10	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
11	To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself, others and to comply with the policies and procedures relating to health and safety with the Trust.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

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.

Person Specification

Qualifications, Knowledge, Skills and Experience

Minimum level of qualifications needed for this post

Qualifications Required	Subject	Essential/Desirable
Qualified to at least level 3	Relevant discipline for example NVQ 3 in health or social care, criminology teaching assistant	Essential
Evidence of Continuous Professional Development.	YJEPF	Desirable

Minimum levels of knowledge, skills and experience required for this post

Identify	Details	Essential/Desirable
Knowledge:		
Knowledge of National Standards and the Criminal Justice System	Understanding Young People's journey through the criminal justice system	Essential
Knowledge of reasons why YP have offended.	Have a good understanding of the factors that lead to young people involved in the Youth Justice System	Essential

Knowledge of safeguarding and Risk issues.	To have a clear understanding of how to recognise and manage risk to a young person and in the community. Have good knowledge of safeguarding issues and how to manage these. Understand how to manage safeguarding as per NCT policy	Essential
Skills:		
Intermediate IT Skills, using Careworks (database) and maintaining confidential records.	To be able to gather and record client and court information on relevant YOS systems including contacts with YP and their families.	Essential
Assessment skills.	To be able to assess Young People's information, data from other sources to identify risk factors that contribute to offending behaviour and devise an appropriate intervention plan.	Essential
Professional engagement skills.	To manage interactions and relationships sensitively and professionally, gaining engagement from potential clients whose participation is voluntary, in order to provide accessible change opportunities to children who may live particularly chaotic lives.	Essential
Presentation skills.	Be confident in creating and presenting offending behaviour programmes with YP and victims.	Essential
Experience:		
Give an idea of the type and level of experience required do not specify years of experience.		
Previous Experience in a social work/direct work setting with children and young offenders	The jobholder has to interview children and young people and needs to have the ability to win confidence and build up trust in order to have an interpretation of what is happening. Experience of how to assess young people in order to draw up appropriate intervention plans. Be able to work with challenging hard to engage young people confidently and calmly.	Essential
Report writing skills.	Be able to confidently bring together a variety of information to inform and create a full picture of a Victim to create a report that will enable	Essential

	and support Referral Order Panelist to have a good understanding of the impact of offending.	
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential
Safeguarding <i>(include for roles working with children/vulnerable adults)</i>	Demonstrate an understanding of the safe working practices that apply to this role.	
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	

Disclosure level	
What DBS Level is required for this post?	
None	☐
Standard	☐
Enhanced Child Only	☒
Enhanced Child/Adult Bar	☐

Working Arrangements	
What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	
Fixed	☐
Flexible	☒
Field	☐
Home	☐

Job Description Questionnaire

Page 1 and 2 of this document will form the job description and person specification for the post.

Job title:		POSCODE <i>(Needed for re-evaluations)</i>	
Reports to (job title):		Directorate/Service:	
Presenting Manager:		Date of evaluation:	
Supporting HR contact person:		New Post	Yes/No
		Re-evaluation:	Yes/No

Job context

Give a short overview of the job context and the key objectives of the part of the organisation where the job is placed.

Organisation chart (please include POS CODES not the grades)

Please provide an organisation chart which includes the manager of the post, its peers and direct reports.

Change of accountabilities (for re-evaluations only)

What are the major changes to the role?

These should clearly show the reason for this re-evaluation i.e. the:

- changes to the accountabilities;
- changes to the essential qualifications, knowledge, skills and experience; or

- changes to the team structure

Communication and influencing

Contact	Nature of interpersonal skills used
Internal	
External	

Supervision and work planning

What degree of forward planning is required in this job (daily, weekly, monthly, annual, etc)?

What level of supervision is this post subject to?

What type of priorities is the post holder able to set themselves?

What kind of systems, procedures or 'rules' are set around the job?

Problems encountered

What types of problems are encountered in this job and what steps would you expect the post holder to take to find the solution (give 2 examples).

At what point does the post holder escalate a problem to a more senior employee?

Decision making

Does the post holder makes a decision based on	a set process to resolve the problem
	a solution based on their past experience
	seek more information to determine the extent of the problem
	use creative thinking to develop new concepts

Please give an example to illustrate the approach to decision making specified above.

Freedom to act

Please give two examples of areas that the post holder has discretion over.

1)

2)

Impact

Financial impacts of the role

Financial measure (e.g. income, expenditure, capital budget)	Amount (£)	Role (Direct control, joint control, advisory/influencing role)

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Statistical Information

Is there any statistical information that can add to the understanding of the job? E.g. it is useful to know whether a Payroll Officer deals with 50 or 50,000 payslips.

Physical effort and/or strain

Describe whether the job requires physical effort and/or strain more than is normally experienced in a routine office environment

Working environment

Does the job require working outdoors, or being exposed to objectionable, uncomfortable or unfavourable working conditions?

Declarations

All roles – Manager

JDQ completed by:

By submitting this JDQ to panel I confirm that the relevant Director/Assistant Director has given consent for this post to be evaluated/re-evaluated.

Signed:

Date:

Print name:

Re-evaluations only – Current Post Holder

Current post holder – by signing this form I confirm that I have been involved in completing the JDQ and confirm that it is an accurate reflection of my current role.

Signed:

Date:

Print name:

HR Advisory - Prior to submitting the job to panel please provide the Hay Lines of this posts Line Manager and Direct Reports.

Job title	Hay Line			Score
	Know How	Problem Solving	Accountability	

HR Advisory - Advice given to the manager

Use this section to record any relevant background information and advice that you have given to the manager.