



Cumberland Council

Post Specification

Date	October 2018
PG Number	6812
Post Title	Youth Offending & Prevention Service Manager
Job Family	PC and Dev
Job Family Role Profile	PCD18
Final Grade	18

To be read in conjunction with the job family role profile

Service Area description

This post sits within the Children and Young People Service to deliver the Youth Offending Service and lead on other specialist services under one of the Senior Managers – Children and Young People.

Purpose of this post

- To improve outcomes for children and young people by leading innovative ways or working and delivery of a range of quality assured services through a multi-agency team or partnerships.
- To lead on a co-ordinated response to delivering the Youth Offending Services, Focus Families and Early Help Specialist Services to ensure positive outcomes for children and young people.
- To have responsibility for countywide practice initiatives and performance of the service delivery.
- To ensure that countywide practice supports the implementation of Cumbria's Youth Justice Plan to secure the delivery of local services to meet Youth Justice Board agreed National Standards.
- Provide Strategic direction for the developments and delivery of intensive Early Help Services (in particular youth homelessness and alcohol/substance misuse).

Key job specific accountabilities

1. To represent the Council and lead on effective partnership and joint working arrangements to ensure a high quality Youth Offending Services is delivered across the county.
2. To have oversight of the Focus Families Programme to ensure that outcomes for children and their families are met and that claims are made and met.
3. Manage a programme of quality monitoring and assurance to drive improvements in service delivery and achieve outcomes for children and young people.
4. To lead on the creation and implementation of policies and practice guidance in relation to Youth Justice Services and Specialist Services e.g. Homelessness, Alcohol & Drug Misuse.
5. To lead on accessing additional funding/resourcing opportunities to ensure the sustainability and enhancement of existing projects and new developments.
6. To provide specialist advice, support and guidance across Children and Young People's Services, management teams, corporately and to partner organisations on appropriate strategic issues, producing reports, presentations and briefings as required.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget

- Devolved management budget of circa £2.5m

Responsibilities

Staff Management Responsibilities	<ul style="list-style-type: none"> • Directly line manage 5 manager posts and overall responsibility for several teams
Other	<ul style="list-style-type: none"> • Production of reports as required • Strategy, policy and information resources
Essential Criteria - Qualifications, knowledge, experience and expertise	
<ul style="list-style-type: none"> • Degree or equivalent level qualification in a relevant field • Evidence of continuing professional development • Substantial experience of managing a multi-agency staff team • Significant period of work within Youth Justice and / or one of the Core YOS Partner agencies • Managing and developing systems and procedures to meet organisational needs • Successful development and communication of strategic plans and policies • Significant project management and successful experience of managing change • Significant experience of effective partnership working, able to build and maintain relationships between key influential stakeholders • Understanding of principles of good project and risk management • Extensive knowledge of the legislation and guidance underpinning Youth Offending, including the Performance and Inspection framework • Awareness of the legislative and statutory guidance in wider Children's and Criminal Justice services • Understanding of how to effectively engage children, young people and their families/carers • Significant experience of leading projects in a complex organisation • Considerable experience of effective partnership working, able to build and maintain relationships between key influential stakeholders • Ability to analyse and problem solve • Leadership, negotiation and facilitation skills • Political awareness/sensitivity 	
Disclosure and Barring Service – DBS Checks	
<ul style="list-style-type: none"> • This post requires / does not require a DBS check. • The level of check required is: <ul style="list-style-type: none"> ○ DBS Enhanced - Children & Adults 	
Job working circumstances	
Emotional Demands	<ul style="list-style-type: none"> • None
Physical Demands	<ul style="list-style-type: none"> • None
Working Conditions	<ul style="list-style-type: none"> • None
Other Factors	
<ul style="list-style-type: none"> • Requires the ability to travel around the county to undertake duties 	