



Cumberland Council

Post Specification

Date	February 2023
PG Number	2573
Post Title	Youth Offending Team Officer
Job Family	People Care and Development
Job Family Role Profile	PCD10ii
Final Grade	Grade 11 (inc JWC's)

To be read in conjunction with the job family role profile

Service Area description
Youth Offending Service
Purpose of this post
As a member of a multi-agency Youth Offending Service to deliver direct services to achieve the principal aim of preventing offending and re-offending by children and young people.
Key job specific accountabilities
1. To work together with members of the multi-agency Youth Offending Service and other relevant agencies and individuals, to deliver high quality youth justice services to children, young people and their families aimed at preventing offending and re-offending. 2. To make accurate and detailed assessments in relation to risk of harm to the public, risk of re-offending and other offence related needs in order to allocate appropriate and targeted resources to the reduction and prevention of youth offending, using the current nationally recognised assessment tool – ASSET. 3. To prepare pre-sentence and other court reports to national and other relevant standards. 4. To supervise and manage pre-sentence interventions including bail information, bail assessment and bail support and support for those clients denied bail, including remands to Local Authority Accommodation and Custody. 5. To supervise and manage Youth Justice Community Interventions in line with national and other relevant standards. 6. To represent the Youth Offending Service by providing a court duty service in the Youth Court to include Saturday/Bank Holidays and to attend Criminal and Civil Courts as required. 7. To participate in a duty rota to undertake, as appropriate, the core tasks of the Youth Offending Team which includes acting as an “appropriate adult” in Police and Criminal Evidence Act interviews (PACE). 8. To develop and implement programmes based on principles of effective practice for all children and young people and their families in contact with the Youth Offending Service, in order to reduce offending behaviour. 9. To deliver a range of interventions on a preventative basis including for those “at risk” of offending and subject to out of court disposals in order to reduce offending behaviour. 10. To provide through care for young people serving Detention and Training Orders and other custodial sentences, and post release supervision in line with national and other relevant standards.

11. To maintain efficient, accurate records using the computerised system ensuring that all Court Orders are enforced according to National Standards.
 12. To promote and co-ordinate mediation between victims and offenders.
 13. To influence and work alongside local agencies and organisations not directly involved in the work of the Youth Offending Team to help reduce and prevent offending by children and young people
 14. To undertake all work activities with due regard to the County Safeguarding Procedures.
 15. To provide cover for other team members (where appropriate on a county basis), so as to ensure continuity of services in line with National Standards during staff absence and variable workload pressures.
 16. If required, work outside normal office hours to deliver services in a flexible and accessible manner, mindful of the need to maintain and reintegrate children and young people into school, training, work and the family.
 17. To contribute to the monitoring and evaluation of services including co-operation with external inspection and in the development and delivery of local plans.
 18. To contribute to the strategic aims of the local Community Safety Partnership.
 19. To hold a full driving licence and/or be able to travel independently around the County as required by the nature of the post.
 20. Attend regular supervision sessions and appraisals.
 21. Attend training and personal development opportunities as required by the home agency to fulfil the overall purpose of the role.
 22. Carry out other duties and responsibilities with due regard to the policies of the Local Authority such as equal opportunities, confidentiality and data protection.
- Carry out other duties and responsibilities appropriate to the salary grade and the overall purpose and principles of the role.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	• None
Staff Management Responsibilities	• There are no Line Management Responsibilities associated with this post • To provide peer support as required to colleagues in the Service regarding the specific role and its responsibilities. • To contribute to and be involved in the sharing of practice between colleagues, other area teams and relevant agencies.
Other	• There will be responsibility for the safe keeping of out of office equipment including the daily use of mobile telephone and laptop.

Essential Criteria - Qualifications, knowledge, experience and expertise

- Recognised qualification in Social Work (DipSW/CQSW or diploma in Probation studies), or other relevant academic/professional qualification to at least degree level
- An understanding of court processes and procedures.
- Knowledge of legislation as it affects young people – especially Criminal Justice & Immigration Act, Crime and Disorder Act, Children Act, Powers of Criminal Courts Sentencing Act, Legal Aid Sentencing and Punishment of Offenders Act.
- An understanding of how crime affects victims and communities.
- An understanding of equality and diversity issues in relation to this work and a commitment to working within an Equal Opportunities framework
- An ability to transfer to the child or young person a positive belief in change.
- Personal organisation, commitment and flexibility.
- An understanding of effective practice and an ability to demonstrate how it can be implemented.
- An awareness of the social circumstances of young people and their families.
- An awareness of dysfunctional families and of children's vulnerability.
- An ability to be responsive to children and young people.
- Knowledge of principles underpinning Restorative Justice
- Experience of working with young people and their families aimed at reducing offending.
- Experience of work in the Courts
- Ability to work positively with staff from other agencies and community groups and regard for different cultures, expectations and priorities.
- Basic IT skills including inputting and extracting data

- Good written and verbal communication skills, including the ability to provide clear and concise written reports.
- To plan, prioritise workloads and meet deadlines
- To make clear risk assessments and prioritise resources.
- To assess the needs and behaviour of children/young people/families and to formulate and deliver interventions to reduce offending.
- Willingness to learn and apply techniques of effective practice in work to address attitudes and behaviour of young offenders.
- To keep accurate and timely records
- To collect statistical information required by Youth Justice Board.
- To work to National standards and local objectives.
- Willingness to work evenings and weekends.
- To undertake training including IT.
- Commitment to professional development

Disclosure and Barring Service – DBS Checks

- This post requires a DBS check.
- The level of check required is:

DBS Enhanced – Children

Job working circumstances

Emotional Demands	• The role often deals with disadvantaged and/or distressed individuals • Direct work with clients, their families and/or carers that may exhibit anger/aggression • The work will involve some risk to personal safety through working with parents and/or young people whilst under significant stress and decisions that may have a significant impact on the child and family • Collating complex and confidential information • Mental attention to report writing
Physical Demands	• Normal for this grade and nature of the role. • No specific physical demands.
Working Conditions	• Subject to adverse people behaviour • Some general or abusive language and aggressive behaviour directed at postholder • Lone working – visiting unknown families in their own personal environment which at times may be unpleasant and distressing • Work is dispersed including office and other establishments • Requires the ability to travel around designated area to undertake duties • Collaborative working in multi-agency partnership environments

Other Factors

- Willingness to comply with No-Smoking Policy.
- To work outside normal office hours.
- To work away from normal job base, eg visiting prisons, schools, deliver programmes in local facilities etc
- To be able to travel to a variety of locations where public transport may not be available/appropriate.