



Coventry City Council

Job Description

Job Title: YJS Support Officer

Directorate: People

Service: Youth Justice Service (YOS)

Grade: 5

Location: One Friargate

Job Purpose:

To work with children, their families, parents/carers and victims to support engagement with the Youth Justice Service and ensure compliance with statutory requirements where appropriate.

This will include acting as a positive role model, providing advice, guidance and interventions in a range of arenas (including the YJS, children's homes, the secure estate, Court, Police stations and the wider community) on a one to one and group basis.

This is a generic job description and you will be asked to work across the Youth Justice Service dependant on service need. All areas of delivery are in line with the grade and remit of the role.

Main Duties and Responsibilities:

1. Work closely with children, families and victims in line with agreed standards such as Youth Justice National Standards and the Victim Code.
2. Encourage and motivate children and their parents/carers to participate in activities to change patterns of offending behaviour.
3. Undertake assessments relating to risk and need of children, families and victims to complete and deliver effective intervention and support plans.
4. Develop and deliver both individual and group programmes to meet the identified needs of children, victims and parents/carers, monitor and evaluate the programmes in line with agreed evaluation framework. This may include reparation projects, offending behaviour work, parenting/family support and victim support.
5. Prepare and produce written case records, reports and evaluations for children, families and victims including the inputting of data onto required information systems and the collation of relevant court generated paperwork/information.

6. Undertake the role of an appropriate adult in accordance with Police and Criminal Evidence Act (PACE) 1984 including in Police stations and the secure estate and to support children in a range of professional settings including the Court arena.
7. Work flexibly and on your own initiative to meet the needs of children, families and victims as they arise.
8. Undertake visits to support and provide intervention to children, families and victims in a range of settings including their home, residential placements and the secure estate, etc.
9. To support the victims of crime including eliciting their wishes and feelings, updating them as required on the child/young person's progress and the facilitation of mediation as appropriate.
10. To represent the YJS in the Court arena, providing up to date and accurate information to assist in decision making and to present enforcement action.
11. Be responsible for the risk assessment of new activities, in line with health and safety requirements and City Council policy.
12. Work within the guidelines and policies of the City Council, Youth Justice Board/Ministry of Justice and Coventry Youth Justice Service (YJS).
13. Participate in team meetings, the City Council's supervision and appraisal process and undertake relevant training and development as appropriate.
14. Work flexibly to meet the needs of children, families and victims and the YJS including evening, weekends and bank holidays as required.
15. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Partnership and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Partnership responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: n/a

Responsible to: YJS Team Manager



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Person Specification

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Area	Description
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Knowledge:	1. Risk factors relating to children involved in crime.
	2. Issues faced by children, families and victims (for example race, gender, sexuality, disability).
	3. The skills required to work with individuals and groups
	4. How to create, deliver and evaluate intervention sessions/programmes to both children and parents/carers.

Skills and Abilities:	1. Effective communication skills; verbal, non-verbal and written.
	2. Confident use of technology to communicate, complete reports, assessments and case recording; provide monitoring and evaluation information, etc.
	3. To create and maintain positive working relationships with children, families, victims and colleagues
	4. Confident and able to interact in a wide range of professional settings.
	5. Confident and able to interact with children, families and victims.
	6. To be able to deal with a range of challenging behaviours whilst providing an appropriate role model.
	7. To assess, plan and deliver appropriate support interventions for service users

Experience:	1. Forming and sustaining relationships with children, families and victims
	2. Devising and delivering programmes of intervention with children and families.

	3. Working in 1:1 and group settings with children, families and victims, and other professionals.
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Educational:	1. To be able to show relevant experience and ongoing development.

Special Requirements:	1. To work flexibly to meet the needs of children, families and victims which will mean some evening working.
	2. To be on a rota undertaking approximately 9 Saturdays per year
	3. This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Date Reviewed: July 2026