

# Job Description and Person Specification

Role: Youth Justice Service Engagement Support Apprentice



# Job Description

<b>Job Title</b>	Youth Justice Service Engagement Support Apprentice
<b>Grade</b>	Level 5 Apprentice
<b>Service</b>	Coventry Youth Justice Service
<b>Reports to</b>	Youth Justice Development & Engagement Officer/Senior Practitioner
<b>Location</b>	Friargate
<b>Job Evaluation Code</b>	



# About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## About the Service your team will provide

### Purpose of the role

## Main Duties & Key Accountabilities

### Core Knowledge

- To work alongside professionals to undertake all duties and responsibilities within the framework of National Standards for Youth Justice, Team and Council Policy and Procedures and inter-agency Protocols.
- To be involved in the effective delivery of the service, during and outside of office hours, including occasional Bank Holidays and weekends as required.
- To support the delivery of consultations and assist in analysing information, findings, and horizon scanning for best practice.
- To support the facilitation of activities with children and their families, through one-to-one and group work.
- To have some understanding of relevant legislation and national and local policies relating to Youth Justice and to effective practice developments.
- To support a range of settings including Courts, the police station, secure estate, educational establishments, children's homes, and Children's Services settings.
- To work co-operatively within Youth Justice's multidisciplinary team, Children's Services, and partner agencies.
- To contribute to research, benchmarking, data collection, and monitor trends for key national and local performance indicators for the Youth Justice Service.
- To support the Youth Justice Team in progressing and monitoring of the annual Youth Justice Plan, priorities, and specific areas of identified improvement.
- To participate in individual supervision, team meetings, training opportunities, inter-agency meetings and in opportunities to contribute to the strategic development of Youth Justice Services.

- To share information and meet confidentiality requirements, as agreed within the Service and in protocol arrangements with other departments and agencies.
- Any other duties and responsibilities within the range of the salary grade.

## Key relationships

External	Internal
Coventry Courts Coventry Police Station/West Midlands Police Health Professionals Probation Prospects Positive Choices Guiding Young Minds Coventry Boys & Girls Club Aptitude St Giles	Youth Justice’s seconded multidisciplinary team, including Speech & Language Therapist, Emotional Mental Health Practitioners, Probation Officer, and Youth Crime Officer  Youth Justice sessional workers and volunteers  Coventry City Council Children’s Services departments, including Horizon, Throughcare, Participation, Family Hubs

## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council’s Workforce Diversity and Inclusion Policies.

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

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

<b>Staff managed by postholder:</b>  No line management responsibilities.
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## Person specification

<b>Job Evaluation Code</b>	
<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>• An understanding of what the Youth Justice System entails and how it supports children.</li> </ul>	
<ul style="list-style-type: none"> <li>• An understanding of the reasons why children become involved in crime.</li> </ul>	
<ul style="list-style-type: none"> <li>• An understanding of how protected characteristics can impact the experiences of children (for example, race, gender, sexuality, disability).</li> </ul>	
<ul style="list-style-type: none"> <li>• An understanding of how issues faced or witnessed by children can affect their development (i.e., substance abuse, deprivation, poor mental health, abuse etc.)</li> </ul>	
<ul style="list-style-type: none"> <li>• An understanding of the issues faced by the victims of crime.</li> </ul>	
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>• Able to complete training and keep up to date with current legislation relating to Youth Justice and Children, and Safeguarding policies.</li> </ul>	
<ul style="list-style-type: none"> <li>• Good verbal and written communication skills.</li> </ul>	
<ul style="list-style-type: none"> <li>• Able to maintain professionalism when faced with challenging behaviours and acting as a role model of appropriate behaviours.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to work sensitively with children and families with complex and challenging needs.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to use professional interaction skills in a wide range of settings.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to follow instructions and processes set by managers and colleagues.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to use own initiative and work independently and within a team.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to work on multiple tasks at the same time and work to deadlines.</li> </ul>	
<ul style="list-style-type: none"> <li>• Demonstrate good use of technology and ability to learn how to use new systems.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to contribute to writing reports and assessments.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to maintain confidentiality.</li> </ul>	
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Experience of building relationships with people from different backgrounds and experiences.</li> </ul>	
<ul style="list-style-type: none"> <li>• Experience of engaging in the Youth Justice System, Children's Services or societal issues through either volunteering, work-experience, or</li> </ul>	

lived experience.
<ul style="list-style-type: none"> <li>• Experience of using Microsoft Programs including Word, Excel, and PowerPoint (or similar).</li> <li>• Experience of working in 1:1 and/or group settings with children is desirable but not essential.</li> </ul>
<b>Qualifications</b>
<ul style="list-style-type: none"> <li>• Desirable - Maths and English GCSE 4/C or above (Or equivalent) or ability to complete Maths and English Functional Skills level 2 as part of an apprenticeship</li> <li>• Ability to complete the Level 5 Youth Justice Practitioner Apprenticeship</li> </ul>
<b>Special Requirements</b>
<ol style="list-style-type: none"> <li>1. To work flexibly to meet the needs of children/children, families &amp; victims.</li> <li>2. This post is exempt from job share.</li> <li>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).</li> <li>4. Must not have already completed the Youth Justice Practitioner Level 5 Apprenticeship Standard or be otherwise ineligible to undertake it.</li> </ol>

<b>Date Created</b>	15.01.2025	<b>Date Reviewed</b>	
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