

Job Description and Person Specification

Role: Youth Justice Services Officer



Job Description

Job Title	Youth Justice Services Officer
Grade	6
Service	Youth Justice Service
Reports to	Youth Justice Service Team Manager
Location	Friargate House / City Wide
Job Evaluation Code	L3618D



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

To reduce offending by working within national and local guidance and through undertaking a range of tasks within and on behalf of the Service.

Main Duties & Key Accountabilities

Core Knowledge

- 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 and at Bank Holidays and weekends as required, including one to one work and group work in the office and at external venues including court and home visits.
- To undertake assessments and plan interventions with all children & young people, their parents and carers which take account of (a) risk to victim(s), the public and self; (b) of offending; (c) of individual development needs (personal/social, family, health, education/employment).
- To ensure they are familiar with relevant legislation and national and local policies relating to Youth Justice and to effective practice developments.
- Undertake work in a range of settings including Courts, the police station, secure estate, educational establishments, children's homes, family homes and Children's Services settings.
- To work co-operatively with colleagues from own and other disciplines and in partnership arrangements.
- To meet all requirements relating to the maintenance of formal records of assessments, work with children & young people and case management supervision.
- To participate fully 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
Health, Education, Police, Courts, Secure Estate, Probation, Housing, Other Local Authorities Charities including third sector agencies.	'One Coventry' approach- across children's services and wider council. All services within Childrens Services, LADO, Human Resources and Adults Services

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:

Staff managed by postholder:

None

Person specification

Job Evaluation Code	
Knowledge	
1. Current Youth Justice Legislation, Children's Legislation and Safeguarding Policy	
2. Risk factors related to children and young people involved in crime	
3. Issues faced by children and young people (for example race, gender, sexuality and disability)	
4. Child development	
5. Issues faced by the victims of crime	
Skills and Abilities	
1. Self-led time management skills, and the ability to prioritise your workload whilst dealing with conflicting demands and stressful situations.	
2. Effective communication skills; verbal, non-verbal and written.	
3. Confident use of technology to communicate, complete reports, assessments and case recording; provide monitoring and evaluation information, etc.	
4. Confident and able to interact in a wide range of professional settings.	
5. Confident and able to interact with service users and their families/carers.	
Experience	
1. Forming and sustaining relationships with resistant service users and their families/carers.	
2. Devising and delivering programmes of intervention with young people and their families/carers.	
3. Working in 1:1 and group settings with young people & families, and other professionals.	
4. Casework responsibility, undertaking of complex assessments, and analysing risk.	

5. Writing reports to deadlines and at a standard suitable for scrutiny by Courts.
6. Maintaining professionalism when faced with challenging behaviours and acting as a role model of appropriate behaviours.
Qualifications
1. To be educated to degree level and/or able to show relevant experience and ongoing development to a similar level.
Special Requirements
1. To work flexibly to meet the needs of young people, families & victims this will mean some evening working.
2. To be on a rota undertaking approximately 9 Saturdays per year
3. To cover bank holidays (approximately two per year) in line with service requirements.
4. This post is exempt from job share.
5. 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 Created	March 2023	Date Reviewed	March 2026
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