

Job Description

Job Title:	Programme Officer
Reports to:	Assistant Team Manager/Team Manager
Salary:	SCP 23-27 (£23,043 – £29,876)
Location:	Gloucestershire

Purpose : To work with young people, individually and in groups and support them to participate in programmes and projects designed to meet their needs and assist effective transition. To assist young people in developing self-awareness, gaining new skills and building resilience and helping them prepare for adulthood. To work in partnership with colleagues and other related agencies to ensure a cohesive response .

Work Assignment – Liaison and Diversion

- Undertake health focused triages identifying the needs of young people with a commitment to divert young people away from the criminal justice system through our Youth Justice Liaison and Diversion initiative.
- Complete return interviews with young people to reduce further missing episodes.
- Signpost young people, families and referrers onto appropriate services or offer short term focused interventions.
- Co-ordinate referrals to services, monitor progress and review as appropriate.
- Work in partnership with all specialist teams within the YST .

Main Duties and Responsibilities

1. Establish positive relationships with young people and their families, encouraging active engagement and participation with all aspects of the programme/intervention.
2. Maintain a caseload of young people and ensure effective interventions and programmes are in place to meet need; including programmes based on the principles of restorative justice.
3. In consultation with the Case Responsible Officer implement agreed intervention plans for young people and their families, taking into consideration complexity of need, level of risk, age and ability.

4. Deliver individual and groupwork interventions with young people, their peers and their families in home, community and educational settings.
5. Deliver interventions through a variety of engagement strategies including detached and street-based work, formal and informal issue based sessions and positive activities at times and in places that are accessible for young people
6. Contribute to the design and development of programmes and curriculum options available to young people including opportunities for accreditation
7. Participate and contribute to regular reviews of intervention plans and identify progress and gaps or changes required to assist transition
8. Effectively manage competing priorities and workload including meeting required quality standards and statutory responsibilities.
9. Participate in a multi-disciplinary environment and work in a supportive and collaborative manner with colleagues and partner agencies to deliver cohesive services to young people.
10. Attend regular supervision, team development days and contribute to the development of plans, practice guidelines and policies as necessary.
11. Maintain accurate and up-to-date records of work using appropriate database systems in order to assess service effectiveness in meeting performance
12. To represent the service in a manner consistent with the highest professional standards and reflective of the service and its commitment to equality of opportunity.
13. To remain aware of developments locally and nationally in terms of policy and practice and to demonstrate an ongoing commitment to continuous improvement and working to the highest quality standard.
14. To work in a flexible and responsive way that ensures the service is capable of meeting key goals and objectives and remains relevant

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of

themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.

4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<p align="center">Person Specification</p> <p align="center">Job Title:</p> <p align="center">(E=Essential D=Desirable)</p>
<p>SKILLS AND CORE COMPETENCIES</p>
<p>Technical competency (qualifications and training)</p> <ul style="list-style-type: none"> Professional qualification; minimum level 3 NVQ or other approved course in social care, education, youth work, advice and guidance, criminal justice or health. (E)
<p>Experience</p> <ul style="list-style-type: none"> Experience in a relevant area of work, eg youth work, social care, family support, criminal justice, advice and guidance, health. (E) Experience of working with young people, their families and communities, particularly those at risk of social and educational exclusion. (E) Experience of undertaking thorough assessment of need and risk and the development and implementation of suitable plans/interventions in response to need. (E) Experience of partnership working and development of multi-disciplinary approaches to work with young people. (E) Knowledge of safeguarding requirements with the ability to make sound judgement in relation to risk and protection. (E) Knowledge and understanding of relevant legislation that impacts on vulnerable young people and ability to interpret and apply information. (E) Experience of working in informal arenas and being accountable for decisions and actions taken. (E)
<p>Skills and Attributes</p> <ul style="list-style-type: none"> Work under own initiative and take responsibility for decisions taken. (E) Ability to plan, assess and evaluate work undertaken. (E) Accurate, timely record keeping and ability to produce written reports. (E) Ability to involve young people in the design and delivery of services, interventions and programmes. (E)

Personal qualities, communicating and relating to others

- Handle sensitive and confidential issues with tact and diplomacy. (E)
- Understanding of and commitment to the vision and objectives of the service. (E)
- Resilience and capacity to deal with demanding and challenging situations, young people and their families. (E)

Safeguarding

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E)
- This post requires a Disclosure and Barring Service Check at an enhanced level. (E)

Other

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E)
- Hold a current, full driving licence which is valid for driving in the UK. (E)
- The Youth Support Team is a 9:00am-9:00pm service with a requirement to work outside of normal office hours. (E)