

DEPARTMENT: Children's Services	SERVICE GROUP: Youth Justice Service (YJS)
POST TITLE: Programme Delivery & Resettlement Officer	REPORTS TO: YJS Team Leader
GRADE: Band 7	SAP POSITION NUMBER :

The following information is furnished to help Trust staff and those people considering joining Bradford Children and Families Trust to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Trust of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

Key Purpose of Post:
To develop and deliver direct work to children and young adults within the criminal justice system, including the coordination and provision of interventions for those children and young adults on bail, and subject to voluntary and statutory orders. Working directly with case managers and professionals from other agencies to address concerns about the safety of the child and other people. Undertake duties with children, young adults, parents and victims within National Standards established by the Youth Justice Board for England and Wales and within current or future Government legislation.
Main Responsibilities of Post:
<u>Duties and Responsibilities</u> <ol style="list-style-type: none"> 1. To contribute to information gathering for YJS assessment tools, including any safety concerns. To create individual risk assessments, including when lone working or when working with high risk children and young adults in the community, or when attending home visits. To undertake safety concerns checks when children and young adults are in secure establishments nationally, or whilst in the court

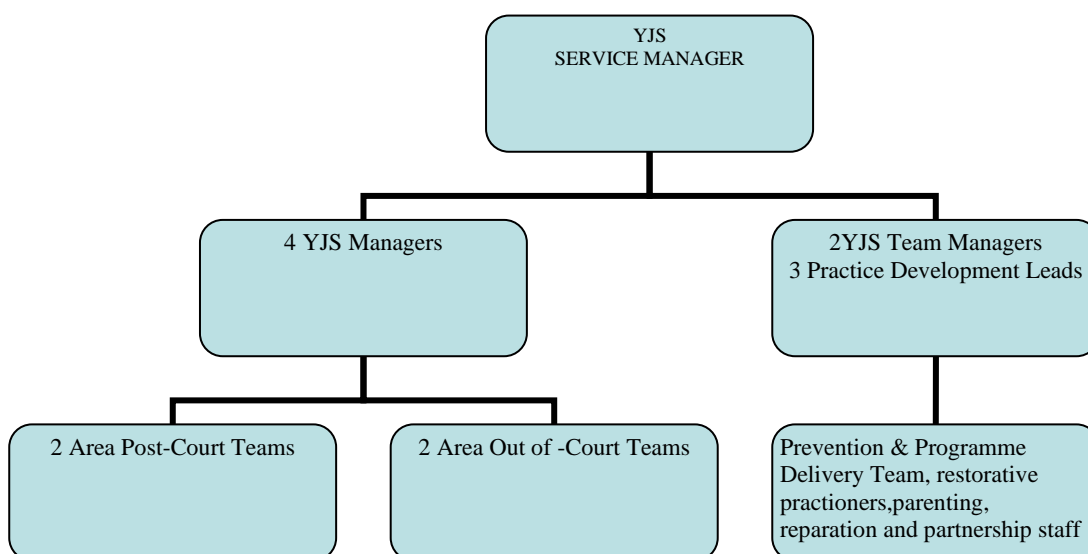
cells.

2. Undertake Health and Safety risk assessments in regards to delivery venues and ensure these are completed prior to activity, take the necessary actions in respect of any activities/engagement with children and young adults within YJS, including personal safety. Ensure that the immediate environment of children and young adults accessing YJS provision is well maintained, clean, tidy and assessed for any fire and health and safety risks.
3. Facilitate, contribute and deliver an effective programme of learning and support, in line with the child or young adult's intervention plan within the YJS, including the use of specialist agencies. This should be based on an initial assessment of the child or young adults' needs and abilities, progress and outcomes delivered should be recorded, monitored, reviewed and updated promptly and in line with service policy and National Standards.
4. Maintain contact on a regular basis with children and their parents/carers, young adults and professionals (where applicable), in accordance with the requirements of the service. This includes maintaining a professional relationship and being a good role model, alongside encouraging, addressing and following-up engagement, in line with local and national standards.
5. Actively engage children and young adults within YJS in decisions that affect them, ensuring they have input in shaping the services delivered to them. This includes gaining the voice of the child or young adult through feedback, consultation and participation activities.
6. Support and prepare children and young adults to develop and maintain focus on achieving positive outcomes, including accessing education, training or employment, gaining qualifications and developing skills for independence and adulthood.
7. Work closely with other professionals and partners, to ensure collaborative approach in meeting and addressing the safety concerns of the children and young adults within the YJS. This may include working with secure establishments, the National Probation Service, and Children's Social Care, amongst other agencies, to attend, participate in and deliver interventions as directed by the allocated case manager. This may include implementing other agency plans; for example Social Care.
8. Maintain up to date records, in a timely manner, using appropriate case management systems and in line with local and statutory guidelines.
9. Produce relevant reports for a variety of audiences, including contributing to risk management and safeguarding, Court processes and relevant stakeholder

meetings.

10. Create and deliver both individual and group programmes for children and young adults within the YJS. Including using a trauma informed approach, taking account of a broad range of complex safety concerns and individual needs.
11. Assist and support children and young adults during custodial remand or sentences, and those who are transitioning to other services, or resettling in to the community. Including being a mentor and role model, providing programmes of work or signposting to internal and external agencies.
12. Support case managers to meet additional targets from the child or young adult's YJS intervention plan, including supporting the delivery of restorative justice work, reparation and community payback.
13. Contribute towards service performance targets and expected outcomes. This will include ensuring all expected contacts are delivered in line with the local and national standards, and using the scaled approach.
14. Continued professional development through attending relevant training, keeping up to date with relevant information and developments in the Youth & Criminal Justice field, and to supervise volunteers or students as and when required.
15. Required to work varied and unsocial hours and weekends, which maybe additional to standard hours, as required by the service.
16. As necessary, and in addition to the above, undertake other activities commensurate with the nature of post in response to service needs.

Structure:



Special Knowledge Requirement. Will be used for shortlisting.	
	Essential
Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.	
Uses knowledge of Health, Safety and Environmental policies, procedures and regulations, and can apply how this works in this role	x
Uses and understands a range of complex IT packages relating to this role	x
Ability to adopt a process of continual improvement and can evidence ways of problem solving to work more efficient and effectively therefore improving service delivery.	x
Knows and understands how to collect, use and interpret information to inform delivery of service appropriate to this role.	x
Knowledge and evidenced application of Child and Young Person development	x
Knowledge of the Criminal Justice System, including effective practice.	x
Knowledge of Diversity and Equality issues and its impact.	x
Knowledge and evidenced application of factors which contribute to risk, safeguarding and/or offending behaviour.	x

Relevant experience requirement:
1 years experience working with children and young people with complex needs in a voluntary or paid capacity, or able to demonstrate this through transferrable skills within a similar role.
Experience within the criminal justice system or relevant/equivalent area
Experience of multi-agency working and/or working with statutory agencies
Working with risk and/or safeguarding.
Have a full UK driving licence, unless a disability prevents this.
Relevant professional qualifications requirement: Will be used for shortlisting
Minimum 3 GCSE grades A – C including English, or equivalent
Core Employee competencies to be used at the interview stage.
Contributes to Performance Targets
Demonstrates ability to manage their workload and carry out a number of specific tasks accurately and to a high standard.
Works effectively within local and national standards, and in accordance with policy, procedure and deadlines.
Takes responsibility and accountability for their role.
Is committed to continuous development and improvement.
Consistently performs well.

<p>Challenges practice and procedures to improve efficiencies.</p> <p>Shows resilience under pressure and in the face of change.</p> <p>Is reliable and flexible.</p>
Communicates Effectively
<p>Effectively communicates with children and young adults, their families and any professionals involved.</p> <p>Builds positive working relationships, fostering trust and respect to gain the voice of the child.</p> <p>Communicates openly, honestly and effectively, demonstrating professionalism.</p> <p>Gives praise, recognition and support to others.</p> <p>Demonstrates a range of spoken and written communication skills, in clear and coherent manner adapted to the needs of the audience.</p>
Carries Out Effective Decision Making
<p>Demonstrates defensible decision making, considering the impact and outcomes related to the child, young adult, risk and/or safeguarding, or the service.</p> <p>Demonstrates planning and organisational skills for workload management.</p> <p>Takes responsibility for own performance and development.</p>
Undertakes Structured Problem Solving Activity
Operates with Dignity and Respect
<p>Treats others with respect and fairness, showing genuine concern.</p> <p>Acts in accordance with Council's vision, values and priorities.</p> <p>Treats people in ways which ensure fair access to services.</p> <p>Considers diverse needs of our communities, promoting community engagement and cohesion.</p> <p>Acts with courtesy and professionalism at all times.</p> <p>Seeks help, acknowledges and learns from mistakes accordingly.</p>
Working Conditions:
<p>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.</p> <p>Will include working unsocial hours and weekends on regular rota basis, additional to working hours.</p>

Special Conditions:		
<p>You will need to have a full driving licence, unless a disability prevents this.</p> <p>The post is designated Casual Class 1 Car user status for the better performance of the duties of which the HMRC rate is Payable.</p> <p>You will be informed if there is a requirement for the post to have additional recruitment checks, such as Warner Process.</p> <p>Enhanced Disclosure and Barring Service (DBS) check required (every 3 years) Evidence of right to work in UK.</p>		
<p>Reviewed by: Rachel Davis</p> <p>Date: 29/01/25</p>	<p>Grade Assessment Date: 16/12/2022</p>	<p>Post Grade: Band 7</p>