

**Role Title: Programme Delivery & Resettlement Officer**  
**Salary: band 7**  
**Location: Youth Justice Service (YJS)**  
**Report to: YJS Team Leader**

## About Us

Bradford has created a new Children and Families Trust, which has been commissioned by Bradford Council to deliver a wide range of services for children, families and young people on their behalf. The Trust is accountable for determining how outcomes of these services are achieved and for the day-to-day running of commissioned children's services.

This is an important opportunity to renew our approach to delivering the support that Bradford's children, young people and families in need, by renewing services and creating a new organisation. We are bringing the mindset, dynamism and energy of a start-up together with the national expertise and determination of the Trust's Board, senior leadership and our colleagues' practical experiences of providing children's services in Bradford.

As a new organisation, Bradford Children and Families Trust has established our own purpose, vision, and outcomes for what we aim to achieve.

**Our vision:** For all children and young people in Bradford to be safe and able to realise their full potential.

**Our purpose:** To provide high-quality services with partners that help safeguard, support and promote the welfare of children, young people and families across the Bradford District.

We will achieve this through continuous improvements in our services and positive collaboration with our staff, our partner organisations.

## Job Overview

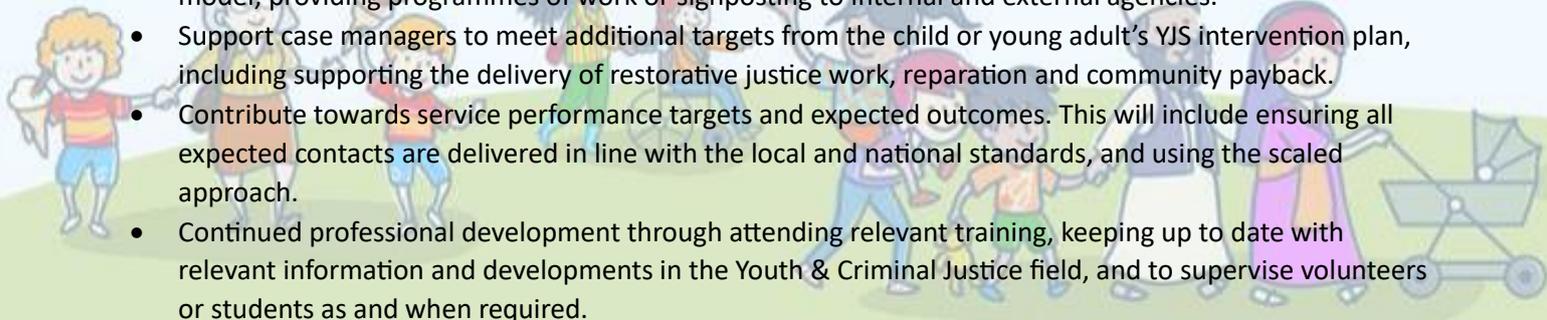
To develop and deliver direct work to children and young adults within the criminal justice system, including the coordination and provision of interventions for those children and young adults on bail, and subject to voluntary and statutory orders. Working directly with case managers and professionals 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 Duties and Responsibilities

- 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 children and young adults in the community, or when attending home visits where high safety concerns exist. To undertake safety concerns checks when children and young adults are in secure establishments nationally, or whilst in the court cells.
- Undertake Health and Safety risk assessments in regard 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 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- Maintain up to date records, in a timely manner, using appropriate case management systems and in line with local and statutory guidelines.
- Produce relevant reports for a variety of audiences, including contributing to risk management and safeguarding, Court processes and relevant stakeholder meetings.
- 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.
- Assist and support children and young adults during custodial remand or sentences, and those who are transitioning to other services, or resettling into the community. Including being a mentor and role model, providing programmes of work or signposting to internal and external agencies.
- 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.
- 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.
- 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.



- Required to work varied and unsocial hours and weekends, which may be additional to standard hours, as required by the service.
- As necessary, and in addition to the above, undertake other activities commensurate with the nature of post in response to service needs.

## About You

We are looking for applicants who can demonstrate that they meet the following requirements:

### Education

- Minimum 3 GCSE grades A – C including English, or equivalent

### Experience

- Recent 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.

### Special Conditions

- You will need to have a full driving licence, unless a disability prevents this.
- The post is designated Casual Class 1 Car user status for the better performance of the duties of which the HMRC rate is Payable.
- You will be informed if there is a requirement for the post to have additional recruitment checks, such as Warner Process.
- Enhanced Disclosure and Barring Service (DBS) check required (every 3 years) Evidence of right to work in UK.



## *Safeguarding Responsibilities*

*Bradford Children and Families Trust is committed to safeguarding and promoting the welfare of all children who use our services and as such expects all staff to share this commitment.*

*Successful applicants will be required to complete the relevant safeguarding checks. An DBS check will be requested.*

*We are an equal opportunities employer.*

