

PERSON SPECIFICATION

NOTE TO MANAGER:

Remember in completing this form you are setting the expected standard for the person you need for this job, on this occasion, and also suggesting the questions you devise and ask at shortlisting and interview stages. You must, therefore, describe the requirements in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. Take care to ensure job description, person specification and advertisement are consistent. Mark each of the criteria as either 'essential' or 'desirable' by putting an '(E)' or '(D)' at the end of each of the criteria. Whilst all points on the specification are important, those marked essential must be met. You will also need to indicate the method of assessment e.g Application form, certificate, interview, presentation, test etc.

JOB TITLE: YJS Support Officer (Prevention and Diversion Team)

GRADE: 6

DIRECTORATE: Families and Wellbeing

SERVICE: Youth Justice Services (YJS) incorporating Cheshire East, Cheshire West and Chester, Halton and Warrington

CRITERIA:

Experience – (required to do the job). Consider type, paid, unpaid. Emphasis is on range and depth rather than length.

1. Demonstrate an ability to work with young people and children either involved in crime and anti-social behaviour or at risk of becoming involved. **(E) (A+I)**
2. Demonstrate an ability to work with young people in an education/youth/mental health/health setting. **(E) (A+I)**
3. Demonstrate experience and/or ability of supervising sessional workers or volunteers. **(D) (A+I)**
4. Demonstrate an ability to work with victims of crime and anti-social behaviour. **(D) (A+I)**

Skills and Abilities – Consider level and type e.g. written, verbal, numerical, supervisory or other job related skills including suitability to work with children and/or vulnerable adults.

1. Demonstrate an excellent command of verbal and written skills in order to effectively prepare reports and correspondence. **(E) (A+I)**
2. The ability to converse at ease with young people and their families and provide advice in accurate spoken English **(E) (A+I)**
3. Provide evidence of information technology skills including keyboard and software packages. **(D) (A+I)**
4. Demonstrate the ability to work positively with young people who may be difficult to engage. **(E) (A+I)**
5. Demonstrate the ability to engage positively with a diverse range of adults including parents, professionals, and victims. **(E) (A+I)**
6. Demonstrate the ability to work collaboratively as part of a multi-disciplinary team to provide an integrated service. **(E) (A+I)**

7. Demonstrate the ability to design and plan an intervention package of work for young people. **(E) (A+I)**
8. Demonstrate effective skills in working with children and/or vulnerable adults (E) (A+I)

Education/Qualifications/Knowledge – Consider level and type e.g. vocational training, job-related.

1. Provide evidence of professional qualification relevant to working with young people. **(D) (C)**
2. Demonstrate knowledge of current legislation in Youth Justice, in particular the Criminal Justice Act 2003, and the Youth Justice Board National Standards. **(D) (A+I)**
3. Demonstrate knowledge and understanding of the factors that put young people at risk of offending. **(E) (A+I)**
4. Demonstrate awareness of the issues that face young people, especially those that are not engaged in Education, Training or Employment. **(E) (A+I)**
5. Demonstrate knowledge of the mental health difficulties that young people may face. **(A+I)**
6. Restorative Justice concepts and practice. **(E) (A+I)**
7. Able to commit to professional training such as YJEPC. **(E) (A+I)**

Other Requirements – Hours of work, rota pattern, working conditions, location and the requirement to drive should be stated if essential to the job. Specify if standard or enhanced CRB clearance is required.

1. Provide evidence of a flexible approach to work by responding to the varied needs of the service including requirements outside of core hours. **(E) (A+I)**
2. Must demonstrate effective team working approach whilst understanding the need to operate on own initiative as required. **(E) (A+I)**
3. Can demonstrate the ability to travel to various geographical locations across Cheshire East, Cheshire West and Chester, Halton and Warrington by use of own vehicle or public transport. **(E) (A+I)**
4. Demonstrate willingness to undertake any relevant training to the post. **(E) (I)**

Commitment to Equal Opportunities – Consider the level of understanding and knowledge required.

1. Demonstrate a thorough knowledge and understanding of equality and diversity issues and how they relate to employment and service delivery. **(E) (A+I)**

Commitment to Service Delivery/Customer Care – Consider level of knowledge required.

1. Demonstrate and provide evidence of an effective approach to customer care and service delivery understanding the various requirements of clients, service users and members of the public. **(E) (A+I)**

NOTE TO APPLICANTS:

Whilst all points on the specification are important, those marked 'E' (essential) are the key requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

Methods of Assessment key

**A = application form, C = Certificate, E = Exercise, I = Interview,
P = presentation, T= Test, AC = assessment centre**