

Job Description

Job Title	Senior Practitioner – Referral Order Panels
Grade	HAY 11
Reports to	Operations Manager – Court Services
Business Unit or Division	Youth Offending Service
Department	Children’s Specialist Services

1. Purpose of the job

- 1.1 To recruit, train and support community volunteers to act as Youth Offender Panel members.
- 1.2 To convene and co-ordinate Youth Offender Panels for young offenders sentenced to a Referral Order by the Courts and to advise the Panel as to appropriate, effective and proportionate interventions that may be provided in the interests of preventing re-offending.
- 1.3 To liaise with Youth Offending Team staff and other agencies to plan, implement and monitor the effectiveness of a range of interventions pursuant to Referral Orders.

2. Principal accountabilities

- 2.1 To both conduct and co-ordinate the provision of assessments for young people sentenced to Referral Orders and to advise the Courts of services availability.
- 2.2 To liaise with Magistrates, Clerks to the Justices, the Crown Prosecution Service and defence solicitors concerning the range of services availability and report on outcomes to the Court Users Group and other fora.
- 2.3 To undertake direct work with young offenders and their families with respect to Panel contracts and to co-ordinate the work of other YOT officers in this regard.
- 2.4 To recruit, train and support volunteer Panel members in accordance with guidance and regulation as directed by the Youth Offending Service Manager.
- 2.5 To develop and maintain Management Information Systems that enable robust performance management to be provided.
- 2.6 To liaise with other professionals in an inter-agency environment in relation to the provision of services.
- 2.7 To maintain case records, write reports and undertake other administrative duties as required.
- 2.8 To work in accordance with the Council’s policies concerning the

- management of diversity.
- 2.9 To work in accordance with the legislative framework provided by the Youth Justice and Criminal Evidence Act, 1999, the Powers of Sentencing Act, 2000, the Crime and Disorder Act, 1998, and the Children Act, 1989 and Council policies and procedures.
 - 2.10 To undertake any other duties appropriate to the grade and post.

Job context

1. Organisation Information

The Youth Offending Team is an inter-agency service formed in partnership between the Local Authority, Metropolitan Police Service, London Probation Area and Area Southwark PCT, under the provisions of the 1998 Crime and Disorder Act. The team provides a service for/to young people and their families who are involved or at risk of involvement in crime, with the principal aim of preventing offending.

Services are managed with a commitment to quality assurance.

All duties of the post are implemented in accordance with the principles of the Council's policy concerning the management of diversity.

2. Internal and External Contacts

Structure

Formally reports to Operational Manager – Court Services
The postholder holds line-management responsibility for Panel Volunteers.

Financial responsibilities

The postholder will be responsible for ensuring that volunteer expenses are paid and for commissioning services from the voluntary sector as appropriate in accordance with Council procedures and financial regulations and as specified within the scheme of delegation.

Contacts

The postholder will liaise with other professionals in the YOT, Court practitioners, other agencies and volunteers in relation to the provision of services.

3. Grade/Conditions of Service

Governed by the National Conditions of Service for local government employees, amended by the Council as appropriate.

This post is exempt from the Rehabilitation of Offenders Act 1974, and candidates are required to disclose any convictions and consent to police checks prior to an offer of appointment being made.

The post holder is required to uphold the Article 12 of the UN Convention on the Rights of the Child which states the right of any child or young person to be consulted in decision making.

Contractual hours – 36, subject to flexitime arrangements as agreed with management and worked in accordance with the exigencies of

the service.

This post will require irregular working hours, with some Panels needing to be convened at weekends and during evenings, to accommodate young offenders, their families and volunteer Panel members.

This post is open to job sharing

This post is politically restricted.

Person Specification

	Essential (E) or Desirable (D)
Knowledge, including educational qualifications:	
1 To hold a relevant professional qualification, including: Social Work qualification recognised by the General Social Care Council (GSCC) and to be registered with the GSCC, or equivalent, a Diploma in Probation Studies, a recognised Teaching qualification or to be educated to a Degree standard.	E/S
2 Knowledge concerning the legislative framework for young offenders and the Children Act, 1989	E/S/I
3 Knowledge of the problems and issues faced by young people and their families living in an inner-city, multi- racial/multi-cultural community.	E/S/I
4 Knowledge of the physical, social and psychological needs of children and young people.	E/S
5 Knowledge of the causes and consequences of social exclusion and the risk factors associated with youth crime.	E/S/I
6 Knowledge of understanding of the principles of effective practice in working with young offenders.	E/S/I
Experience:	
7 Significant experience of working with children and young people in statutory or voluntary setting.	E/S
8 Experience of working with and supporting volunteers in working with young people and their families.	E/S/I
Aptitudes, Skills & Competencies:	
• Influencing and negotiating	E
• Monitoring and enabling	E
• Caring skills	D
• Oral communication	E
• Written communication	E
• Numerical skills	E
• Problem solving	E
• Personal organisation	E
• Change orientation	D
• Energy and resilience	D
• Personal integrity	E
• Self-development	E

Special Conditions of Recruitment:

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This post is a Southwark Children's Services appointment direct to the YOT

KEY:	D Desirable	I Evaluated at interview
E Essential	S Short listing criteria	T Subject to test