

<b>Title</b> <b>Youth Justice Education, Employment &amp; Training Adviser (Futures)</b>	<b>Department</b> <b>Children, Families &amp; Cultural Services</b>	<b>Post Ref.</b> <b>FUT70</b>
<b>Job Purpose</b> To work with children and young people who are supervised by the Nottinghamshire Youth Justice Service and provide ongoing support to increase their chances of accessing and/or sustaining education, training, employment thereby reducing their chances of re-offending.		
<b>Key Responsibilities</b> <ol style="list-style-type: none"> <li>1. To manage a caseload of individual service users with a focus on progression into education, employment, and training in accordance with assessed risk and policies, procedures, practice guidance and National YJ standards.</li> <li>2. To identify young people who are not receiving the entitlement of compulsory school age education, and support them to access appropriate provision, in collaboration with partner organisations.</li> <li>3. To provide information, advice and guidance to young people supervised by the Youth Justice Service enabling them to access full time education, training or employment.</li> <li>4. To identify and instigate support of special educational needs.</li> <li>5. To actively involve parents, carers and families enabling them to support the progression of young people supervised by the Youth Justice Service.</li> <li>6. To act as a broker for young people in the Youth Justice Service and all other relevant education providers and organisations.</li> <li>7. To keep up to date records on the service's database ensuring that all relevant records and documents are managed in accordance with policy and guidance.</li> <li>8. To contribute to the delivery of Nottinghamshire County Council strategies relating to vulnerable young people.</li> <li>9. To work flexibly including unsociable hours when required.</li> <li>10. To provide education, training and employment interventions as part of a statutory court orders, in line with Youth Justice National Standards.</li> </ol>	<b>Key Accountabilities</b> <ol style="list-style-type: none"> <li>1. To deliver services within the services scheme of delegation for safeguarding children and the local safeguarding children board.</li> <li>2. To deliver, support, intervention, risk management and public protection in line with legislation and local policy.</li> <li>3. To contribute to the Youth Justice Board's assessment tool, ASSET+, and other relevant court reports, maintain records and other documentary requirements in line with procedures and National Standards.</li> <li>4. To be aware of case circumstances, court expectations, and other requirements to ensure the proper and efficient management of relevant legal processes.</li> <li>5. To be committed to continuous professional development.</li> <li>6. To participate fully in supervision, appraisal, and practice observation as part of personal development and support.</li> <li>7. To maintain a current awareness of legislation, policy, procedure and practice in the post holders field of work.</li> <li>8. To uphold both Futures and Nottinghamshire County Council's equal opportunities policies in relation to the diverse needs of young people supervised by the Youth Justice Service.</li> </ol>	

<p>11. To provide and share specialist information and guidance to a range of internal and external organisations with regards to risk of harm, in line with procedural policy.</p> <p>12. To give advice on criminal record disclosure and Rehabilitation of Offenders Act.</p> <p>13. To build a local network of providers and employers' partnerships.</p>	
<p><b>The post holder will perform any duty or task that is appropriate for the role described</b></p>	

<p><b><i>Person Specification</i></b></p>	
<p><b><i>Education and Knowledge</i></b></p> <ol style="list-style-type: none"> <li>1. Formal relevant professional qualification eg NVQ 3 Advice &amp; Guidance (P)</li> <li>2. Full driving licence (unless registered disabled) (E)</li> </ol>	<p><b><i>Personal skills and general competencies</i></b></p> <ol style="list-style-type: none"> <li>1. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff.</li> </ol>

3. Working knowledge of the legislation contained in the Rehabilitation of Offenders Act 1974. (E) 4. Good working knowledge of the legislation relating to the education of young people typically contained in the Children's Act 2004. (E) 5. Knowledge of the Youth Justice System. (E)	2. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers. 3. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available 4. Ability to meet agreed objectives and delivery targets by the effective use of resources. 5. Basic information technology skills including use of databases, email and word. 6. Undertake reasonable care for the health and safety for themselves and others affected by their activities in accordance of health and safety legislation.
<b>Experience</b>  1. Experience of working with young people in vulnerable groups.(E)	
<b>Role Dimensions</b> 1. Managing a caseload of children and young people within the Youth Justice Service. 2. Handling of petty cash up to £10.	

*t*

Date