

Job Description and Person Specification

YOUTH ENGAGEMENT COORDINATOR

A Lambeth to be proud of



Job Title: Youth Engagement Coordinator
Department: Children's Services
Division: Integrated Children's Commissioning & Youth Services
Grade: PO4
Reports to: Service Manager Engagement
Responsible for: Prevention Officer/Sessional Youth Engagement Workers

Context

The Engagement Service is a preventative service which supports children, young people and families by intervening early to reduce the vulnerabilities, risks and factors that lead to offending behaviour. The service sits alongside the Youth Justice and Contextual Safeguarding Services to deliver an integrated response which supports children and young people to fulfil their potential and make positive contributions to society.

Job Purpose

To deploy and manage a team of workers supporting the needs and development of children and young people at risk of offending, family breakdown, homelessness, sexual and criminal exploitation. To provide management oversight and quality assurance of the planning and delivery of effective interventions. Ensure innovative involvement with young people from diverse backgrounds. Support staff to engage young people, their families and other professionals to assess, develop and deliver focussed interventions and activities that support their personal and social skills. Equality, diversity, and inclusion best practice will be integral to the range of responsibilities.

Responsibilities

This job description is intended as a guide and is not an exhaustive list of the duties and responsibilities of this role, such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Equality, diversity, and inclusion will be considered across the range of responsibilities.

1. Provide targeted support when problems emerge, preventing the need for more specialist services further down the line. Act as the lead professional where there are multiple and complex needs. Much of the work will be delivered during evenings and weekends and the postholder will be required to be on-call for the sessional Youth Engagement Workers.
2. To establish and develop collaborative working arrangements with universal, community partners and key partner agencies such as Early Help, Children and Social Care, Education, Health, Police, Probation, Youth Custody Services, Courts and voluntary sector organisations and to undertake the role of Appropriate Adult (PACE) when required.

3. To manage a group of staff including formal supervision, workload management, performance appraisal, staff training and development, and the maintenance of professional standards of competence and conduct
4. To provide support and challenge for practitioners working with vulnerable children, young people and families, and where necessary make timely referrals to appropriate services ensuring there are accurate records of work undertaken on the specified management information system.
5. To promote strength-based practice methods to improve engagement with children and families that enhance outcomes for children and their families and help to make positive change in their lives by using systemic intervention methods, models, and tools, with the aims of helping them to be as independent as possible and to reduce risk of harm and increase safety and wellbeing.
6. To make professional judgements in the context of the relevant legal and policy frameworks particularly around risk, thresholds, and information sharing.
7. To gather information, analyse and assess to manage risk, re-offending and safety/wellbeing accurately using appropriate screening and assessment tools; taking necessary measures to ensure welfare needs are dealt with effectively and public protection considerations are appropriately managed.
8. To positively represent the Youth Justice Service in a variety of professional meetings
9. To play a leading role in the delivery of innovative practice.
10. To monitor and report on the allocation and spend of various external grants ensuring requirements are met and resources are secured. To prepare detailed reports for funding bodies as required.
11. To establish operational protocols where appropriate with the partner agencies represented within or working in collaboration with the Youth Justice Service.
12. To conduct assessment, planning and reviewing activities and create, in conjunction with young people and families, bespoke intervention plans to address all areas of need and to regularly review the plans to ensure their suitability and effectiveness.
13. To develop and maintain a thorough knowledge of legislation and regulations and departmental procedures relating to working with children, young people and their families including Lambeth's safeguarding procedures and GDPR laws.
14. To engage staff and partner agencies in joint training that embeds common language and joined up processes in order to increase a shared responsibility.
15. To organise and plan work activities taking into account competing demands and priorities and to keep manager appraised of any difficulties.
16. To recognise and act on safeguarding concerns relating to children and to adults with care and support needs, and contribute to the response to such concerns, promptly escalating cases where necessary.
17. To meet the organisations requirements in regard to record keeping, including that required for the monitoring of performance and quality.

18. To contribute to the investigation and resolution of complaints, Member's Enquiries or Local Government Ombudsmen enquiries, and play a part as needed in identifying and acting on the lessons learned from these.
19. To deputise for senior managers as required.
20. To undertake other duties that might be reasonably requested from time to time including being available for weekend cover arrangements and on occasion working evenings and weekends.
21. The post holder will participate in the Council's appraisal scheme, take responsibility for the implementation of own Personal Development Plan and continued professional development in those areas relevant to their role and will ensure that the same process is undertaken to all line managed staff.
22. To work flexibly in undertaking the duties and responsibilities of this job and participate as required in multi-disciplinary cross-department and cross-organisational groups and task teams.
23. To take responsibility, relevant to the post, for ensuring that Council statutes and government legislation is upheld. This includes, amongst others; Management Compliance Charter, Environmental Policy, Data Protection Act, Race Equality Action Plan, Quality Assurance Plan, Health & Safety, Sustainable Construction and Recycling.
24. To implement the Council's Equal Opportunities and Diversity policies and to work actively to overcome discrimination on grounds of age, disability, gender, race, religion/belief, sexuality or status in the Council's service. To take responsibility appropriate to the post held for tackling racism and promoting good race, ethnic and community relations.

PERSON SPECIFICATION

<p>It is essential that in you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with "Ticks" (✓) on the person specification when you complete the application form.</p>			Shortlisting Criteria
<i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i>			
Qualification	Q1	A recognised degree level professional qualification relevant to the youth justice field such as social work, teaching, health, criminal justice and probation or a Certificate in Effective Practice in Youth Justice (PCEP) with a degree level qualification and evidence of demonstratable post qualification experience	✓A
Key Knowledge	K1	Up to date professional and technical expertise in relation to systemic and whole family practice to improve outcomes for children and families	
	K2	Thorough knowledge of proposed and actual legislation, statutory regulations and Government guidance and standards relevant to safeguarding children and multi-agency working.	
	K3	Thorough knowledge of the statutory and community partners that contribute to the early help provision and the frameworks used by these organisations	A
Relevant Experience	E1	Extensive experience of successfully managing the most complex and challenging cases.	✓A
	E2	Significant experience of providing systemic and whole family support to families experiencing domestic violence, serious youth violence or poor mental health.	✓A
	E3	Extensive experience prioritising a case load/workload, to be able to use line management supervision appropriately, to understand its purpose and importance.	A
	E4	Experience collaborating with social work, education, police and voluntary sector colleagues and other professionals, as the lead professional, in multi-agency settings.	✓A
	E5	Experience of providing expert advice and support to universal and community settings supporting families	A
Other Requirements	R1	Able to work outside normal working hours including evenings and weekends. A commitment to be able to work at weekends is essential. Ability to travel across the Borough & deliver support from a range of community bases.	
	R2	This post is subject to an enhanced DBS check.	

CORE VALUES AND BEHAVIOURS



- Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter.
- Ensure fairness and justice is at the heart of my decision making and support to my team and others.
- Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do.
- Develop others and ensure we work as one team for Lambeth, encouraging everyone to play their part.
- Take positive action to ensure everyone in my team has opportunities to learn and grow at work.
- Encourage everyone to be themselves at work and value who they are.
- I am inclusive and actively celebrate diversity, recognising everyone in my team as individuals.

- Treat each member of my team with respect and dignity just as I would want for myself.
- Encourage each member of my team to do their very best work and am available to them to provide support and guidance.
- Personalise my support to each team members and look out for them, lending a hand wherever I can
- Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together
- Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard
- Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals.
- Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth.
- Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions.



- I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way.
- I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives.
- I ensure my team plan ahead, getting the basics right and take swift action when problems arise.
- I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others.
- I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track.
- I share my learning, knowledge and skills with others through coaching and mentoring and encourage others to do the same.
- I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do.
- I encourage my team to learn and grow and ask questions to find the information they need to do their jobs.

Accountability behaviours



One Lambeth
CONNECTED BY PURPOSE

Ambition behaviours



One Lambeth
CONNECTED BY PURPOSE

- Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do.
- Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved.
- Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together.
- Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes.
- I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities.
- Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries.
- Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth.