

# LONDON BOROUGH OF TOWER HAMLETS

JOB DESCRIPTION		
<b>Post Title:</b> Referral Order/ Volunteer Co-ordinator	<b>Post No.</b>	<b>Grade:</b>  PO3
<b>Directorate:</b>  Children, Schools & Families	<b>Division:</b> Youth Offending Service (YOS)	<b>Section:</b> Youth Offending Team (YOT)
<b>Responsible to:</b> YOT Operational Team Manager  <b>Responsible for:</b> recruiting, training and providing ongoing supervision to Youth Offender Panel Volunteers and other YOS Volunteers e.g. Appropriate Adults, Mentors [50+ volunteers]. Supervising up to 4 trainees eg. YJB Modern Apprenticeship, V.Talent, Partnership Trainees		

## **MAIN PURPOSE OF THE JOB**

1. To prevent offending by young people by providing an effective social work/youth offending service to young people and their carers, this commensurate with the YOT's annual Youth Justice Plan.
2. To develop and manage the implementation and operation of Referral Orders (ROs), Youth Offender Panels (YOP) in Tower Hamlets, working to ensure consistency in policy, practice and procedure together with effective and efficient use of resources. To convene and co-ordinate YOPs for young people sentenced to ROs and to advise Panels in drawing up proportionate and appropriate Contracts with the young person. To work together with other staff in the YOT and from partner agencies to plan, implement and monitor the effectiveness of a range of work material relevant to RO contracts.
3. To recruit, train and supervise volunteers from the community to act as YOP members, Appropriate Adults under PACE 1984 (AA) and to fulfil the roles identified in the YOT Volunteer programme e.g. V-Talent [see below]. [up to 100 volunteers in total+]
4. To develop and maintain the YOT AA Volunteer Scheme operating within normal office hours.

5. To develop, manage and maintain a varied Volunteer Programme within the YOT carry out appropriate work with the YOT service-users and their families.
  6. To manage and supervise trainees e.g. YJB Modern Apprenticeship, Partnership Trainees, V-Talent
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## **2. DUTIES & RESPONSIBILITIES**

- 2.1 To contribute to the delivery of the full range of services for children, young people, their families and victims as detailed in the annual local Youth Justice Plan e.g. offending behaviour programmes.
- 2.2 To co-ordinate the work of the YOT in service delivery of Referral Orders (including regular Reviews) working in partnership with other YOT staff and from partner agencies and different professional disciplines.
- 2.3 To develop and ensure consistent policy, practice and delivery in relation to Referral Orders. This includes keeping abreast of changes in legislation, guidance and relevant policies impacting upon Referral Orders.
- 2.4 In the context of delegated responsibilities and under the guidance of the line-manager, to efficiently manage the Referral Order budget.
- 2.5 To manage and organise the ongoing recruitment, selection training and supervision of Youth Offender Panel members and other volunteers recruited to work with young offenders, those at risk of offending and their families as part of the AA Scheme and the YOT Volunteer Programme.
- 2.6 To manage and monitor the selection and use of a variety of appropriate local community venues for the purpose of holding Youth Offender Panels.
- 2.9 To participate in the Quality Assurance (QA), along with other managers, of Referral Order reports to assist the Youth Offender Panel in drawing up a contract with the young person.
- 2.10 To monitor Compliance/Enforcement in respect of Referral Orders and to ensure the YOT Breach process is followed and managed through the Court. This will include liaising with Council Lawyers, Legal Advisors to the Magistrates and other Court Staff.
- 2.11 To ensure that all practice in relation to Referral Orders is in accordance with the appropriate legislation, YJB Referral Order Guidance, Ministry of Justice National Standards (2009), YJB Case management Guidance (2008), YJB Key Elements of Effective Practice (KEEPs) and local Policies and Procedures.

- 2.12 To ensure appropriate monitoring of all Referral Orders in Tower Hamlets. This will include, in liaison with the YOT Information Systems Officer, providing statistical information in accordance with Youth Justice Board requirements, the YOS Local Management Board [LMB] and other relevant bodies e.g. Thames Youth Ct etc.
- 2.13 To work flexibly in order to ensure the delivery of Referral Orders, Youth Offender Panels and the YOS volunteer programme; this will include evening and weekend work as necessary.
- 2.14 To engage, communicate with and facilitate the involvement of individuals, groups, and other agencies [e.g. Court, Community Groups, Volunteer Action, Victim Support] who need to be informed and involved in Referral Order and YOT Volunteer Scheme matters and to promote these to local communities and media. This will include organising and participating in training events.
- 2.15 To participate constructively in Supervision with Line-Manager and the Council's Performance Development Review (PDR) appraisal scheme.
- 2.17 To attend Youth Offender Panels as the YOT representative taking responsibility for management of the Panel e.g. health and safety issues, assisting the Panel in interpreting reports and consulting with the young person and their parents/carer to create agreed, effective and proportionate contracts.
- 2.18 To carry out initial and review assessments using the YJB ASSET assessment tool and preparing reports for Panel in keeping with the 'Scaled Approach'.
- 2.19 To be responsible for a caseload of young people subject to Referral Orders and to Case Manage these in keeping with YOT and YJB guidance (e.g. YJB Key Elements of Effective Practice [KEEPs], YJB Practice Guidance and Case Management Guidance.
- 2.20 To be responsible for prioritising workload and practicing efficient time-management in a role where there are many different priorities and deadlines all of which require adherence to YJB National Standards and YOT policy and procedure.

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### **EQUAL OPPORTUNITIES STATEMENT**

Adhere to the Council's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

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### **COMMENSURATE STATEMENT**

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

<b>Knowledge</b>	<ol style="list-style-type: none"> <li>1. To have an up-to-date knowledge of Childcare &amp; Youth Justice legislation, particularly the Crime and Disorder Act 1998, Criminal Justice &amp; Immigration Act 2008, Powers of Criminal Courts [Sentencing] Act 2000, Criminal Justice and Police Act 2001, Criminal Justice Act 2003.</li> <li>2. Knowledge and understanding of the principles of Restorative Justice</li> <li>7. To have an up-to-date knowledge of current practice issues and developments in working with young offenders and their carers.</li> </ol>
<b>Qualifications &amp; Experience</b>	<ol style="list-style-type: none"> <li>8. preferably a CQSW, DipSW [A current GSCC certificate will be a condition of appointment and employment for all staff with a CQSW or Diploma in Social Work] or BA in Community Justice/NVQ Level 4 Community Justice/ Diploma In Probation Studies.</li> </ol> <p>OR</p> <ol style="list-style-type: none"> <li>9. the Professional Certificate in Effective Practice [PCIEP]</li> <li>10. Experience of working within the Criminal Youth Justice System.</li> <li>11. Experience of working with disaffected, disenchanting and delinquent youth.</li> <li>12. Experience of working with volunteers</li> <li>13. Experience of working with ethnic minority youths in an urban setting.</li> </ol>

<b>Leadership And Management Framework</b>	<p><b><u>Achieving Results</u></b></p> <p>14. Skills in producing and presenting reports for Youth Offender Panels and the quality assurance of reports.</p> <p>15. An ability to interpret legislation and translate into practice.</p> <p>16. To be able to set up and maintain monitoring systems.</p> <p>17. An ability to work corporately in a multi-disciplinary setting.</p> <p>18. An ability to work on own initiative under pressure within policy and procedure guidelines.</p> <p>19. An highly developed ability to organise</p> <p>20. Ability to participate actively in the YOT Management Team and commitment to effective and consistent management, and team development.</p>
	<p><b><u>Engaging With Others</u></b></p> <p>21. An ability to communicate with clients, their carers and other agencies sensitively in order to give and receive information.</p> <p>22. An ability to supervise sessional-staff, trainees, students and volunteers.</p>
	<p><b><u>Valuing Diversity</u></b></p> <p>23. To have an understanding of Tower Hamlets' Equal Opportunities Policy and an ability to translate the principles of the policy into day to day practice. An ability to represent these policies in a wider forum.</p>
	<p><b><u>Learning Effectively</u></b></p> <p>24. IT literate and familiar with an electronic case management system e.g. YOIS and willing to undertake further training as required.</p>
<b>Other</b>	<p>25. A satisfactory attendance record (normally less than 5 days absence in a year) but taking into account individual circumstances.</p>

	26.A CRB enhanced disclosure that is satisfactory to us will be a condition of your appointment.
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