Job Description

Post: Senior Youth Intervention Officer (Schools Resilience Programme)

Salary: £25,000 per annum

Hours: 37.5 hours per week (full time)

Terms and Conditions: Fixed term post up to 31st July 2023

Responsible To: Project Manager (Aasha)

Responsible For: Youth Intervention Officers

Job Purpose:
1. To offer intensive mentoring for school pupils at high risk, providing one to one support to overcome the challenges they are facing at school, home and in the community in order to prevent exclusion and vulnerability; further preventing entry into gangs, criminality, exploitation and other behaviour issues which inhibits young people from development and growth.

2. To focusing on children in school to raise awareness, improve cognitive skills and decision making and resilience amongst pupils identified as at risk of and/or involved in violence, gangs and exploitation as well as for behaviour issues.

3. Gang and group conflict mediation to quickly resolve conflicts involving school pupils from escalating further and to provide targeted support to address root causes (including Cognitive Behaviour Therapy) aided by diversionary activities to prevent young people from further entrenchment in groups/gangs and criminality

4. To track progress of young person and family to ensure they are moving towards achieving agreed goals and outcomes.

5. To be responsible for the planning, delivery, control and monitoring of the Schools Resilience Programme.

6. To be responsible for the achievement of all programme goals, measurable outcomes and outputs.

Main duties and responsibilities:

Case Work and Management

1. Engage, educate and mentor young people in schools and PRU’s, who are identified as at risk of vulnerability to youth violence, gang exploitation and other forms of exploitation

2. Provide 1-2-1 mentoring to young people who are identified as at risk of the above

3. Organise and facilitate group work with identified groups of vulnerable young people in relation to mediation and resolution based interventions

3. Organise and facilitate training on thematic workshops to families and professionals in different settings.

4. To ensure that all workshops, training and group sessions are delivered by the agreed time according to the programme annual delivery plan.
5. To arrange and conduct home visits for all new young people and create and implement individual/family action plans to meet their needs.

6. To work young people and their families offering one to one support, advice and guidance and positive activities.

7. To intervene directly in hotspot areas where violence is occurring daily and help to reduce it by working with the target groups.

8. Management and supervision of staff and volunteers to ensure effective performance.

9. To provide leadership and direction to programme staff and volunteers to ensure coordination and effective team work within the program,

**Planning and Delivery**
1. To work closely with the line manager and schools to plan, facilitate and deliver the programme within the agreed outputs and timeframe.

2. To inform and communicate with the manager if any changes, amendments or risks to the above arise.

**Networking, Profiling and Representing**
1. To generate appropriate referrals to the programme by publicity, promotion and developing new networks and professional relationships with schools, key services and other agencies

2. To attend and represent the organisation at various meetings and events

3. To liaise and network regularly with schools, PRU’s, partner organisations/agencies with regards to young people, follow-up work and development of new work.

**Keep, Maintain and Track Accurate Data**
1. To be responsible for the development, upkeep & implementation of individual and family action plans, reviews, exit evaluations and monitoring information of all the clients using service monitoring forms.

2. To accurately maintain up to date detailed casework files.

3. To ensure that all relevant internal and external monitoring reports are submitted on time.

4. To update the project manager on weekly basis on the work that has been undertaken and completed.

**Other Duties**
1. To adhere to the Osmani Trust policies & procedures

2. To ensure full participation in all internal meetings that may be deemed necessary as required by the post.

3. To undertake and complete training and personal developmental programmes/courses deemed necessary for the post.

4. To participate in Osmani Trust events, fundraising activities and other key programmes.

5. To carry out any other work allocated by the Manager across the various programmes.

**Application deadline – 5pm, Mon 21 Sept 2020**
Person Specification

Job Title: Senior Youth Intervention Officer (Schools Resilience Programme)

<table>
<thead>
<tr>
<th>Knowledge/Skills/Abilities</th>
<th>How assessed</th>
<th>Essential/Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. A youth work / social work/ counselling or other relevant professional or academic qualification</td>
<td>Application</td>
<td>Essential</td>
</tr>
<tr>
<td>2. Knowledge and understanding of the needs of young people/ families who are disadvantaged (at risk) particularly in relation to crime and youth violence</td>
<td>Application &amp; Interview</td>
<td>Essential</td>
</tr>
<tr>
<td>3. Proven track record of working with disadvantaged youth groups including gang members, those who may have been exposed to exploitation, involved in crime or those who may be on the verge of being expelled from education and have behavioural issues.</td>
<td>Application &amp; Interview</td>
<td>Desirable</td>
</tr>
<tr>
<td>4. Proven track record of ability to liaise and work in partnership with criminal justice organisations/statutory bodies, police, PRUs and related agencies in a professional manner.</td>
<td>Application &amp; Interview</td>
<td>Desirable</td>
</tr>
<tr>
<td>5. Understanding of safeguarding for children and vulnerable young adults</td>
<td>Application &amp; Interview</td>
<td>Essential</td>
</tr>
<tr>
<td>6. Ability to speak Bengali</td>
<td>Application &amp; Interview</td>
<td>Desirable</td>
</tr>
<tr>
<td>7. Experience of working in culturally diverse communities</td>
<td>Application &amp; Interview</td>
<td>Desirable</td>
</tr>
<tr>
<td>8. Experience of working with young people / families in their homes</td>
<td>Application &amp; Interview</td>
<td>Desirable</td>
</tr>
<tr>
<td>9. Ability to motivate young people</td>
<td>Application &amp; Interview</td>
<td>Desirable</td>
</tr>
<tr>
<td>10. Ability to write reports to a high standard</td>
<td>Application &amp; Interview</td>
<td>Essential</td>
</tr>
<tr>
<td>11. Experience of maintaining accurate data records and with a good level of competency in using Microsoft Word, Excel and Outlook</td>
<td>Application &amp; Interview</td>
<td>Essential</td>
</tr>
<tr>
<td>12. Able to communicate verbally and in writing, clearly and confidently with a variety of people at different levels</td>
<td>Application &amp; Interview</td>
<td>Essential</td>
</tr>
<tr>
<td>13. Ability work on own initiative and within team</td>
<td>Application &amp; Interview</td>
<td>Desirable</td>
</tr>
<tr>
<td>14. Ability to be flexible and accommodating to the needs of the project/ organisation</td>
<td>Application &amp; Interview</td>
<td>Essential</td>
</tr>
<tr>
<td>15. Flexibility to work weekends and evenings</td>
<td>Application &amp; Interview</td>
<td>Essential</td>
</tr>
<tr>
<td>16. Ability to lead team and programme/ projects</td>
<td>Application &amp; Interview</td>
<td>Essential</td>
</tr>
</tbody>
</table>