

JOB DESCRIPTION

Post	Senior Project Officer (male)
Responsible to	Shaathi Project Manager
Responsible for	Meeting targets for Young Offenders programme.
Job Purpose	To deliver face 2 face sessions to Young Offenders and offer support to client group for a minimum of 6 months and meet all outputs.
Hours	21 Hours
Salary	£22,000 - £23,500 (pro rata)
Duration	Up to March 2013

MAIN RESPONSIBILITIES AND DUTIES

Assessment and Engagement

1. To screen and asses the needs and challenges of young people who are referred to the project.
2. To arrange and conduct home visit for all new referrals.
3. To communicate and provide relevant information to young people, families, agencies and lead professionals as and when required.
4. To complete and ensure that relevant monitoring information are being completed at the required intervals.
5. To meet all the individual and target group outcome and outputs to ensure that project is delivered successfully.
6. To maintain regular contact and keep all the staff and volunteers updated on the programme.
7. To keep an accurate and up to date database.

Case Work

1. To conduct home visits to formally introduce the project to the project to the child, young person, adult and parents or carers.
2. To work with young offenders offering one 2 one support, advice and guidance around social, emotional, economical and spiritual development.
3. To offer and engage young people to positive activities every week on an individual

basis.

4. To ensure that young people access and attain accredited qualification.
5. To support young people into education, training or employment.
6. To ensure that young people achieve recorded outcomes.
7. To support and engage young people back into mainstream services.
8. To ensure that young people do not to re - offend during engagement.
9. Provide support, advice and guidance to families of those young people on the programme.
10. Work towards ensuring that young people do not re-offend post engagement.
11. To complete weekly recording sheets of each and every intervention and submit to line manager.
12. To develop action plans and conduct regular reviews of children, young people and adults those are on the programme.
13. To attend professional meeting and provide up to date information on our intervention and progress made with clients.

Excursions/ Group Sessions

1. To ensure that all workshops, training and group sessions are delivered by the agreed time according to the projects annual delivery plan.
2. To ensure that all group sessions, workshops, training is delivered in accordance to Osmani Trust Health and Safety policy and Shaathi Mentoring Project good practice guidelines.

Annual Planning and Delivery

1. To work closely with the Project Manager to plan, facilitate and deliver the mentoring provision
2. To develop annual work and activity plan taking in consideration annual targets and outputs.
3. To work closely with the project manager to ensure that all targets, outputs and outcomes are achieved.

4. To inform and communicate with the project manager if any changes, amendments are made to the Shaathi plan.
5. To work towards Shaathi delivery plan within the time frame and budget agreed.

Networking, Profiling and Representing

1. To establish new networks and professional relationships with potential service users, agencies, lead professionals and families.
2. To attend and represent Shaathi Mentoring Project and its services at various meetings, conferences, events and presentations.
3. To liaise and network regularly with partner organisations/agencies with regards to referrals, 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 action plans, reviews and monitoring information of all the clients using project templates.
2. To accurately maintain case work files.
3. To ensure that all relevant monitoring information is submitted by mentors, young people, families, agencies and lead professionals as and when required.
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 and ensure that staff and volunteers maintain and adhere to these policies and procedures.
2. To ensure full participation in the following internal meetings: senior workers meetings, management committee meetings, one-to-one and supervision meetings, and any other 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 take part in annual Osmani Trust events and activities.
5. To carry out any other work allocated by the Shaathi Project Manager

PERSON SPECIFICATION

Post: Senior Project Officer (Male)

Knowledge & Experience	Assessment	Essential or Desirable
Educated to a degree level, Dip SW or Dip HE	Application	D
Relevant training/ qualification in related field of Youth and Community Work	Application	D
Be able to speak full Bengali and English	Application	D
Experience of working with young offenders or ex offenders on a one 2 one level	Application & Interview	E
Knowledge and understanding of how the youth offending team, probations services and criminal justice system works	Application & Interview	E
Experience of working within a case work, youth, mentoring provision or other related context	Application & Interview	E
Knowledge and understanding of the Children's Act and Criminal Justice System	Application & Interview	E
Knowledge and understanding of the Every Child Matters Policy	Application & Interview	E
Knowledge and understanding of the needs of Children and Young people who are disadvantaged and disengaged (at risk)	Application & Interview	E
Ability to relate and understand young people on an individual and one to one basis	Application & Interview	E
Knowledge of the variety of services, provisions, projects and opportunities available in the London Borough of Tower Hamlets for young people.	Application & Interview	E
Abilities & Skills	Assessment	Essential or Desirable
Ability to motivate young people and adults	Application & Interview	E
To ability to supervise and manage staff and volunteers	Application & Interview	E
Ability asses needs using appropriate criteria, methods and work templates	Application & Interview	E
Ability to write reports to a high standard	Application & Interview	E
Ability to maintain accurate records and databases	Application & Interview	E
Ability to communicate with a variety of people at different levels using various resources	Application & Interview	E
Ability to work weekends and evenings	Application & Interview	E
Ability to be flexible and accommodating to the needs of the project/ organisation	Application & Interview	E