

Youth Justice Officer

Salary: Band 7, £32,061 to £36,363 per annum

Hours: Full time (37 hours per week). You will work Monday to Friday, plus occasional Saturday/Bank Holiday mornings (via rota) and could be required to work some evenings.

Contract: Fixed Term/Secondment until 01.10.2026.

Those interested in a secondment please seek permission from your line manager before expressing an interest.

Portsmouth City Council is committed to safeguarding and promoting the welfare of children, and young people, and expects all staff and volunteers to share this commitment. It is also committed to promoting quality childcare across the City that works to improve outcomes for children.

DBS Disclosure at Enhanced level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

Every post is subject to PCC and Portsmouth Safeguarding Children's Board safer recruitment procedures.

The Service

Portsmouth Youth Justice Service (YJS) is situated in the Children, Families and Education Directorate of Portsmouth City Council. It is a multi-disciplinary, partnership organisation that works within both Children and Families Services and the Youth Justice System. The YJS has one overriding aim which is to prevent offending and re-offending by children and young people (10 – 17 years of age). Every local authority has to ensure youth justice services operate within their area. The Youth Justice Service work falls into 3 areas:

- Preventing crime and anti-social behaviour
- Community-based supervision of children who have offended
- Resettlement of young people from custody

As a service we take pride in our work by valuing others, focusing on what's important so that we make a real and positive difference.

What is the role?

This motivated team requires an enthusiastic and knowledgeable Youth Justice Officer, who would enjoy the challenge of working in this important service for Portsmouth's children. You will be required to work with children subject to preventative and statutory interventions (including custody) and their parents or carers, to reduce youth crime. You will be joining a lively, challenging and supportive team whose priority is in improving outcomes for Portsmouth's children who offend.

You will be expected to liaise with colleagues both within and outside the Service in order to gather the relevant information for high quality assessments and interventions to reduce the

risk of serious harm to the public, the young person's vulnerability and their likelihood of re-offending. You will be responsible for the planning, delivering and evaluating interventions with children assessed as vulnerable, and/or presenting risk of serious harm to the public, and / or at risk of offending. You will also support them to manage transitions, including reaching the age of 18 and transferring between services.

In addition, you will be expected to carry out a range of duties in support of these roles. These will include report writing (including reports for Court), undertaking Court and Office Duties, delivering individual and group-based programmes of intervention in line with assessed risk and need, co-ordinating the input of other professionals as required and working with children/parents/carers/families to support sustainable change.

Who is the person?

You need to:

- Have experience of working within Youth Justice or be able to demonstrate a comprehensive understanding of this area of work and demonstrate education to A 'level' standard or equivalent. A professional qualification in a relevant discipline would be desirable, but not essential.
- Have excellent knowledge of, and skills in, assessment, planning, intervention and review; being competent in delivering a range of interventions with young people displaying levels of risk and vulnerability.
- Be keen to develop your practice skills within a multi-agency setting.
- Collate and analyse information from a range of source to produce high quality written/verbal assessments and reports for a variety of forums including (but not limited to) professional meetings, Referral Order Panels, Secure Estate and the Courts.
- Undertake Office and Court duties to the required standards and demonstrate professionalism and integrity in all contacts at a variety of levels (e.g. appointments, meetings, duties etc).
- Be able to work collaboratively as part of a team to ensure smooth service delivery and be flexible to adapt to the changing needs of the team.
- Maintain a professional child centred approach and advocate, where appropriate, on behalf of the child especially when creating, reviewing or challenging plans.
- Be people-focussed, with good communication and interpersonal skills, able to liaise with people from many different agencies and backgrounds as well as with young people and their families.
- Be highly motivated and enthusiastic, as well as self-motivated and able to use your own initiative whilst adhering to policies and procedures in place.
- Be able to problem solve when dealing with the variety of challenges you will be facing on a daily basis, demonstrate confidence in working within agreed timescales, and be creative, flexible and innovative in helping young people find solutions.
- Be calm and organised to enable you to meet the daily deadlines whilst working

within this busy service.

- Have good IT skills, as you will be using the applications in the Microsoft Office Suite such as Outlook, Word and our own case management system.
- Use your professional knowledge and experience to manage complex, difficult and sometimes volatile situations while demonstrating respect.
- Be able to support and promote Portsmouth City Council's Equal Opportunities policy, which aims to ensure everyone is treated in an inclusive manner, and has equal treatment and equal access to employment and services.
- Be able to converse at ease with customers and provide advice/written documents in accurate spoken English; this is essential for the post.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.