



Portsmouth Youth Offending Team (Youth Justice Service) - Community Engagement Co-Ordinator

Salary: Band 6, £28,239 - £32,061 per annum

Hours : 37 hours per week - Hours of work will be flexible according to the needs of Portsmouth Youth Offending Team and will include some evening and weekend work.

Contract: Permanent

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.

Why work in Portsmouth?

Portsmouth is a lively city that offers excellent opportunities to develop you and your career. The city is almost an island with that "inner city" feel, with the advantages of fantastic countryside on its doorstep. With excellent commuter links to London, Brighton and with the continent only being about 4 hours away, it is the perfect place to live and work.

The Service

The service is situated in the Children, Families and Education Directorate of Portsmouth City Council. We take pride in our work by valuing others, focusing on what's important so that we make a real and positive difference. We are a multi-disciplinary, partnership organisation that works both within Children and Families Services and the wider Youth Justice System. The YOT (soon to be known as a Youth Justice Service) has one over-riding aim which is to prevent offending and reoffending behaviour by children and young people (10 – 17 years of age).

Every local authority has to ensure youth justice services operate within their area. Our work falls into 3 areas:

- Preventing crime and anti-social behaviour by children and young people.
- Community-based supervision of children and young people who have offended, and offering services to the Courts.
- Reducing the use of custody (including remand) and supporting resettlement of young people from custody back into their community.

What is the role?

Reporting to a Team Leader, you will co-ordinate and manage the volunteering opportunities we offer to members of the local community and develop and support links to community organisations who can offer activities or opportunities to the children we work with. You will need to:

- Be based at Portsmouth Civic Offices, and travel across the City to explore and secure links to volunteers and community organisations.
- Promote the volunteering opportunities available within the service across a range of forums- such as recruitment events, workshops, presentation, volunteer fairs, community events, social media and newsletters.
- Co-ordinate Referral Order Panel Meetings and volunteer activities (e.g. supervision of Reparation sessions)
- Ensure effective use of volunteers in service delivery: develop and maintain good working relationships and referral pathways with relevant organisations who provide training and volunteering opportunities; ensuring all service volunteers have access to consistent and regular training, supervision and support.
- Establish, develop and maintain awareness of community/voluntary organisations who can provide support and/or activities to children at risk of offending, building good working relationships, confirming referral pathways and promoting these across the team to enable and empower children to access the opportunities available e.g. sports, arts, community-based volunteering projects.
- Allocate, supervise and work alongside children and young people required to undertake reparation and unpaid work, following health and safety policies and procedures including undertaking the safe handling, storage and care of equipment including completion of health and safety risk assessments.
- Contribute to assessment, planning, implementation, delivery and reviewing processes in the service- identifying suitable community activities, reparation and/or unpaid work opportunities and establishing/developing suitable projects.
- Maintain accurate and timely records in both electronic and written format to enable performance to be monitored, evaluated and reported on.
- Delivering services in accordance with our policies and procedures.
- Keep up to date with national and local government policy and decisions pertinent to youth justice, volunteering and community based activities.
- With others, monitor and evaluate volunteering and community engagement opportunities to support overall service aims and requirements.



Who is the person?

You need to:

1. Be able to work as part of a team to ensure a smooth delivery of the service and be flexible in being able to adapt to the changing needs of the team.
2. Maintain a professional child centred approach.
3. Have a sound understanding on the factors affecting young people displaying or experiencing high levels of risk and/or vulnerability.
4. Have good communication and interpersonal skills, as you will be liaising with people from many different agencies as well as with young people and their families
5. The ability to converse at ease with people and provide advice in accurate spoken English is essential for the post
6. Be self-motivated and able to use your own initiative whilst recognising policies and procedures in place.
7. Have problem solving skills when dealing with the variety of challenges you will be facing daily.
8. Be calm and organised to enable you to meet the daily deadlines whilst working within this busy service.
9. Advocate, where appropriate, on behalf of the child when creating, reviewing or challenging plans.
10. Be able to support and promote Portsmouth City Council's Equal Opportunities policy, which aims to ensure everyone has equal treatment and equal access to employment and services.
11. Have competent IT skills as you will be using the applications in the Microsoft Office Suite such as Outlook, Word and our own specialist database for client records and the maintaining of those records.
12. Use your professional knowledge and experience to challenge plans, situations and show highly creative ways of managing complex, difficult and occasional volatile situations
13. Have a full driving licence and the use of a car would be desirable.

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)

Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the recruitment process and will not be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our [careers portal](#).