Programme Manager
£25,951 - £32,486
Youth Offending Team - Erdington
Intensive Supervision and Surveillance
Working 36.50 hours per week

Birmingham Youth Offending Service team is looking for an experienced and dedicated Programme Manager to work within the Intensive Supervision and Surveillance Team. You will possess highly developed specialist knowledge of youth justice practice in children’s services, managing risk, reducing offending and public protection.

As a Programme Manager you will need to have extensive experience of working with vulnerable children and young people who come into criminal justice system.

In line with the whole family approach you will have worked with families who have assessed complex needs.

You will need to have good verbal and written communication skills and the ability to make clear, evidence-based decisions with a good understanding of key legislation.

Duties will also include undertaking assessments, report writing, supervision and case management regarding all matters relating to young people entering the Youth Justice System in accordance with Local and National Standards.

For informal enquiries contact Rachael Pommils or Junior Campbell on 0121 464 0600

Ref: PE2822017

Closing Date: 2 October 2017

A Disclosure and Barring Service (formerly Criminal Records Bureau) check will be undertaken.

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”
Directorate for People  
Job Description

Job Title: Programme Manager  
Specialist Group-work

Grade: GR4

Division: North

Section: ISSP Team,  
Youth Offending Service

Is the job exempt from the Rehabilitation of Offenders Act? Yes □ No □

Does the post require a Police check? Yes □ No □

Is the post exempt from job share? Yes □ No □

1. **Job Purpose**

   To prevent further offending by young people through early identification of risk, determining objectives and appropriate interventions. To case manage the delivery of a range of interventions which tackle the factors which place a young person at risk of re-offending. To develop and deliver effective interpersonal skills programmes through group work with these young people and their families.

2. **Duties & Responsibilities**

2.1 To work in partnership with project staff and other members of the Youth Offending Service in order to increase the capacity and effectiveness of the ISSP project.

2.2 Through appropriate assessment of risk and risk management, to plan and implement group-work programmes.

2.3 To deliver and develop effective offending behaviour programmes in both group-work and on a one to one basis to young people referred to ISSP.

2.4 To deliver and develop effective interpersonal skills programmes through group-work.
2.5 To case manage and monitor young people and their families referred to the programme, ensuring National Standards are adhered to.

2.6 To keep up to date and accurate files and case records.

2.7 To ensure equality of opportunity outcomes to young people and their families irrespective of their race, gender, culture or disability.

2.8 To contribute and participate in good practice methods that directly addresses the provision of anti-oppressive services to young people and their families.

2.9 To monitor and ensure the timely completion of court ordered reports.

2.10 To participate in the provision and use of information in relation to identifying the needs of young people, families and local communities and measuring effective outcomes in the service delivered.

2.11 To participate in a duty system and work as part of a team.

2.12 To ensure risk assessments and risk management strategies are completed.

2.13 To compile and present court reports in accordance with National Standards.

2.14 To contribute to the effective use of quality assurance processes and good practice in the work of the Youth Offending Service.

2.15 Be aware and take account of new legislation and concepts in Youth Justice and related areas of concern.

2.16 To maintain a comprehensive understanding of group-work theories and implement appropriate/complementary styles/methods of work.

2.17 To work flexibly including evening, weekend and bank holidays as required.

2.18 To participate in staff training, personal development and supervision processes organised internally and externally.

2.19 To supervise members of the ISSP team where necessary with appropriate support and training.

2.20 Any other duties commensurate with the grade and purpose of the job deemed necessary by the Team Manager.
OBSERVANCE OF THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

3. **Supervision Received**

3.1 **Supervising Officer Job Title**

Team Manager, ISSP

3.2 **Level of Supervision**

Left to work within established guidelines subject to scrutiny by supervisor.

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others).

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<thead>
<tr>
<th>Post Title</th>
<th>Grade</th>
<th>No. of Posts</th>
<th>Level of Supervision</th>
</tr>
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<tbody>
<tr>
<td>Project Officers</td>
<td>Scale 3</td>
<td>4</td>
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5. **Special Conditions**

Flexible working hours including, evening, weekend and Bank Holiday working is a requirement of this post.

Observance of the City Council’s Equal Opportunities Policy will be required.
## Directorate for People
### Person Specification

**Job Title:** Programme Manager  
**Grade:** GR4  
**Specialist Group:** work  
**Division:** North

**Method of Assessment (M.O.A.)** A.F. = Application Form; I = Interview; T. = Test or Exercise.

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<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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| **Experience**  
(Relevant work and other experience) | 1. Direct work with young offenders in a Youth Justice setting, Social Services, Probation, Health, Youth Service, Education setting.  
2. Experience of implementing effective group work programmes with young people and their families.  
3. Experience of partnership work with other organisations and communities.  
4. Experience of writing high quality court ordered reports.  
5. Experience of case management and case recording within a criminal justice setting.  
6. Experience of implementing National Standards. | AF, I  
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| **Skills & Ability**  
e.g. written communication skills, dealing with the public etc. | 1. Can demonstrate clear understanding of the principles of risk assessment and identifying problems and/or needs relevant to reducing a young person’s offending behaviour.  
2. Can demonstrate the ability to work as a member of a multi-disciplinary team.  
3. Able to understand the victim perspective and apply this in direct work to reduce offending.  
4. Can demonstrate the ability to work in partnership with local communities, carers and other agencies.  
5. Can demonstrate knowledge of the key legislation and guidance relevant to work with young offenders and their families.  
6. Can demonstrate efficient and effective | I, T  
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written communication,
7. Can demonstrate a high level of organisational skills and time management.
8. Can prepare high quality report writing skills.
9. Ability to facilitate group work activities.
10. Ability to assess risk.

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<tr>
<th>Training</th>
<th>Willing to undertake full training as required and as identified in supervision.</th>
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<tbody>
<tr>
<td>Education/Qualifications</td>
<td>Relevant Qualifications</td>
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<td>NB: Full regard must be paid to overseas qualification</td>
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| Other | 1. Commitment to anti-discriminatory practice.  
2. Can demonstrate the ability to use initiative and work under pressure, seeking advice as appropriate.  
3. Understanding of the values and principles underpinning work of the Youth Offending Service.  
4. Can work flexibly.  
5. Can work as part of a team and be open to new ideas and methods.  
6. Ability to drive as transportation of young people will be required. |
| | AF, I |

All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.