**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

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| Job Title: | Targeted Youth Support Manager  |
| Salary: | £44,711 - £47,754 |
| Grade: | G12  |
| Hours: | 37 per week  |
| Team: | Targeted Youth Support Service  |
| Service Area: | Children’s Services  |
| Primary Location: | County Hall, Oxford, OX1 1ND This is an agile role. You will be able to work from home, or any of the council offices. This is a county-wide role. You will be required to work across Oxfordshire, visiting a wide range of settings.  |
| Budget responsibility: | Yes  |
| Responsible to: | Partnership Youth Development Manager  |
| Responsible for: | Targeted Youth Support Service  |
| Political Restricted Post: | No  |

## Job Purpose

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| *A brief overview of the key objectives of the job:*The Targeted Youth Support Service was established in 2022 as a new service within Oxfordshire. The aim of the service is to address social & emotional needs of young people (11-18, up to 25 with SEN) through youth work, preventing young people’s needs from escalating to more costly statutory services and supporting young people with successful transitions to adulthood. * To lead the Targeted Youth Support Service with responsibility for supporting, developing, planning, delivery, monitoring and evaluation of the service.
* To work in partnership with colleagues both internally and across external sectors to look at current needs and most appropriate responses to deliver positive and sustainable outcomes in line with meeting the requirements of Section 507B of the statutory guidance for Local Authorities.
* To ensure that the Targeted Youth Support Service follows all relevant safeguarding practices and recording procedures on our children’s services database.
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## Job Responsibilities

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| This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake.Management of Service * You will Line Manage a team of practitioners who will be supporting young people aged 11-18 with their social and emotional needs across Oxfordshire.
* Manage a designated budget in line with council processes and responsibilities, working closely with and reporting to the Partnership Youth Development Manager
* To be responsible for the day-to-day management of the Targeted Youth Support Service and associated budgets
* Oversee performance and development reviews of the team within your line of responsibility
* To maintain and monitor performance management including effectual financial and budgetary monitoring procedures.
* To develop skills and capacity within the service.
* Take lead responsibility for county wide areas of work e.g. participation and empowerment, detached and outreach work where appropriate.
* Take forward new initiatives and developments required to ensure the service meets the needs of children and young people.
* Support the preparation of reports and documents as required for leadership and Cabinet members and present where appropriate.
* Ensure that the appropriate service policies and procedures are implemented and monitored.
* Lead on the promotion and development of the service locally, regionally and nationally where appropriate.
* Promote a positive profile of the service and Council through professional operation and conduct individually and as a service.
* Work with the team to encourage young people to arrange events, activities and training to develop their ability to fully participate in forums and consultation events as appropriate.
* Assist the team with encouraging young people to develop an active role in the decision-making processes that affect their lives.
* Lead on the development and implementation of a curriculum for youth work and have

the ability to develop, deliver and quality assure work with young people. Strategic Development * To support the delivery of a strategic and operational approach in a targeted youth work offer for children and young people across Oxfordshire.
* Responsibility for empowerment and participation of children and young people including a joined up approach with the Children in Care Council and the delivery of Detached Youth work.
* As our Targeted Youth Support Manager, you will develop, manage, and implement our Youth Development Strategy, meeting identified local needs.
* To lead and manage youth work on behalf of the council across Oxfordshire including strategy development and outcomes framework.
* To lead on the preparation, implementation and review of the youth service plans, ensuring it links to Council wide objectives, appropriate strategies and National Indicators where relevant.
* Identify opportunities for funding and collaboration to enhance the delivery and sustainability of the Targeted Youth Support Service.
* Participate in and influence cross directorate strategy and policy.

Youth Work Development & Professionalisation * To take a lead on implementing and responding to local, regional and national developments and priorities regarding youth work.
* Participate on NYA Lead Officer’s National forum and Regional Youth Work forum and ensure that all relevant policy developments are implemented.
* Support the workforce to pursue professional qualifications in the form of Level 3 and Level 6 JNC qualifications and liaise with training providers.

Partnership work * Develop local community links by strengthening partnerships and responding to need.
* Strengthening relationships across schools, colleges, public health, Districts and third sector partners and work to an agreed joined up approach and framework.
* To develop co-operative and collaborative partnerships with other statutory and voluntary agencies who have a remit for work with children and young people
* To contribute to the cross-sector strategic plans for agencies working with young people.
* To provide support, training and advice on youth related issues to schools, partners and voluntary sector organisations.
* Develop and maintain relationships with elected members, council officers in other departments, staff from voluntary and statutory agencies, Head teachers, school governors and members of the public and young people.

Policy Adherence * Actively promote the equalities and diversity agenda in the workplace and in service delivery.
* Uphold and implement policies and procedures of the Council; including customer care, data protection, ICT, finance, health and safety and safeguarding policies.
* Actively engage with the behaviours and values of the Council to promote and support our agenda.

Work flexibly including evenings and weekends as required.Any other duties as may be deemed necessary to carry out the full remit of the role. |

# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| --- | --- |
| Essential Criteria | Assessed By: |
| **Qualifications**  |  |
| Degree level qualification in youth and community work (with JNC) or equivalent experience and qualification. | A, I  |
| Management qualification.  | A, I  |
| Evidence of continuous training and personal development. | A, I  |
| **Experience**  |  |
| Experience as a youth worker or equivalent in more than one setting with young people, negotiating, planning and delivering innovative work.  | A, I  |
| Experience of recruitment, management and the supervision of strong teams and managing operational performance.  | A, I  |
| Experience of working with complex social needs and disadvantage.  | A, I  |
| Experience of working with voluntary and/or statutory agencies.  | A, I  |
| Experience of service planning, budget management and financial planning.  | A, I  |
| Experience of developing project bids/ securing external funding and managing budgets.  | A, I  |
| Experience of commissioning external services.  | A, I  |
| Experience of managing and successfully delivering projects.  | A, I  |
| Experience of supporting the delivery of effective performance and continuous improvement.  | A, I  |
| Knowledge  |  |
| Knowledge of current developments and of key national policy drivers, legislation and broader influences related to youth work and the role.  | A, I  |
| Knowledge of and ability to implement equal opportunities and anti-oppressive practice.  | A, I  |
| Understanding and knowledge of the workings of local government and including its legal, financial, social and political context, political processes and the current issues faced in a multi-cultural area.  | A, I  |
| Understanding of the key principals of good youth work practice, with the ability to link theory to practice.  | A, I  |
| Skills  |  |
| Strong leadership skills with ability to adapt approaches. | A, I  |
| Ability to think analytically about job roles and practice.  | A, I  |
| Ability to deal tactfully with a wide range of people and issues in a political context.  | A, I  |
| Ability to comprehend complex issues and write clear, concise reports and plans to deadlines.  | A, I  |
| Ability to listen and respond to service user needs and increase young peoples’ involvement in the service and in their communities.  | A, I  |
| Ability to coach, mentor and support staff in personal and professional development.  | A, I  |
| Ability to work through problems, evaluate risk and offer practical solutions.  | A, I  |
| High level communication skills; able to communicate with partners and engage them to work collaboratively.  | A, I  |
| Able to work under own initiative and think creatively within the boundaries of the job description, Oxfordshire County Council policies and procedures and statutory requirements.  | A, I  |
| Able to follow instructions and comply with policy and procedure.  | A, I  |
| Able to maintain effective performance, identify self-development and undertake appropriate training in negotiation with line manager.  | A, I  |
| Ability to apply relevant and appropriate knowledge and skills to legislative requirements in order to provide the best outcomes for young people. | A, I  |
| Analytical skills – must be able to understand, analyse, work with and present statistics.  | A, I  |
| Personal attributes |  |
| Able to handle time pressures, including busier times of the year and work within time constraints and deadlines.  |  |
| Able to effectively lead a team providing timely and appropriate inputs to team meetings and working collaboratively with colleagues.  | A, I  |
| Able to lone work understanding the necessity of and adherence to health and safety procedures.  | A, I  |
| Able to build effective relationships with schools, colleges and cross sector providers to support progression, understanding barriers and issues facing young people and organisations working with them.  | A, I  |
| Able to work professionally and confidently at all times with integrity.  | A, I  |
| Able to work flexibly to the needs of the service including evenings and weekends where required.  | A, I  |
| **Special Requirements**  |   |
| Understand the principles and concepts of equal opportunities and translate these into practice.  | A, I  |
| Confront, and where appropriate report, inappropriate language or behaviours, including bullying, harassment or discrimination.  | A, I  |
| Satisfactory enhanced Disclosure and Barring Service (DBS) Check.  | A, I  |
| Ability to travel to and access a variety of work locations.  | A, I  |
| Commitment to inter-agency working across sectors.  | A, I  |
| Flexibility in working arrangements/locations/hours to meet operational requirements.  | A, I  |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

|  |  |  |  |
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| [ ]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [x]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [x]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |

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| [ ]  | Other (please specify):       |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

|  |  |  |  |
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| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [ ]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [ ]  | Restricted postural change – prolonged sitting |
| [x]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [ ]  | Significant use of computers (display screen equipment) | [x]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [x]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [x]  | Face-to-face contact with members of the public |

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| [ ]  | Other (please specify):  |

**Agile Working**

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs.  Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.

April 2022