

# PERSON SPECIFICATION



**WARRINGTON**  
Borough Council

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**JOB TITLE: Youth Offending Service Officer**

**GRADE: 7**

**DIRECTORATE: Families & Wellbeing**

**SERVICE: Youth Justice Services**

**incorporating Cheshire East, Cheshire West, Halton and Warrington**

## **CRITERIA:**

### **Experience** –

- Experience of working with young people and their families (E) (A+I)
- Experience of working in a collaborative way with agencies/organisations to provide an integrated service (D) (A+I)
- Experience in using IT to collate, monitor and inform service provision (D) (A+I)

### **Skills and Abilities** –

- Good written, verbal and presentational skills (E) (A+I)
- Personal organisation, commitment and flexibility (E) (A+I)
- Ability to communicate effectively with children, young people and their families and motivate them to address issues linked to offending (E) (A+I)
- An ability to make clear assessments and organise suitable resources (E) (A+I)
- Ability to plan work, prioritise tasks and meet deadlines (E) (A+I)
- Ability to work with and influence other agencies and organisations (E) (A+I)
- Ability to work reflectively and make constructive use of opportunities for professional development (E) (A+I)
- Awareness of the impact of crime on victims and communities (E) (A+I)
- Demonstrate effective skills in working with children and/or vulnerable adults (E) (A+I)

### **Education/Qualifications/Knowledge** –

- A CQSW/DipSW/Diploma in Probation Studies/Degree in Youth Justice or a Professional Certificate in Effective Practice (or the commitment to complete this) combined with a relevant degree or equivalent is essential. (E) (A+I)
- Candidates with a Social Work qualification must be registered with Social Work England. (E) (A+I)
- Knowledge of legislation as it affects young people, including Criminal Justice Acts, Crime and Disorder Act and Children Act (E) (A+I)

- Understanding of the context in which Youth Offending Teams operate and the key objectives underlying the provision of Youth Justice Services (E) (A+I)
- An understanding of effective practice and an ability to demonstrate how it can be implemented (E) (A+I)
- Knowledge of anti-discriminatory practice and the capacity to apply it to work with young people (E) (A+I)
- An understanding of the key issues related to Social Inclusion and the needs of disaffected young people (E) (A+I)

### **Other Requirements –**

- Willingness to work across Cheshire East, West, Halton and Warrington (E) (A+I)
- Willingness to work in a flexible way, including unsociable hours as required (E) (A+I)
- Willingness to undertake any training relevant to the post (E) (A+I)
- Full drivers licence (E) (A+I)
- Able to undertake appropriate training including a compulsory induction programme of up to 2 weeks. (Due consideration will be given to those applicants with caring responsibilities or disability). (E) (A+I)

### **Commitment to Equal Opportunities –**

- Demonstrate a thorough knowledge and understanding of equality and diversity issues and how they relate to service delivery. (E) (A+I)

### **Commitment to Service Delivery/Customer Care –**

- Demonstrate and provide evidence of an effective approach to customer care and service delivery understanding the various requirements of clients, service users and members of the public. (E) (A+I)

### **NOTE TO APPLICANTS:**

**Whilst all points on the specification are important, those marked ‘E’ (essential) are the key requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.**

### **Methods of Assessment key**

**A = application form, C = Certificate, E = Exercise, I = Interview,**

**P = presentation, T= Test, AC = assessment centre**