Job Profile

Youth Justice Case Responsible Officer

Grade: 8 JE ID 20043

Date created: May 2025

About the Job (please refer to the completed example and guidance notes for further information)

- As part of a multi-disciplinary Youth Justice Service, you will be working innovatively with children from diverse backgrounds and engaging them; their families and other professionals to assess, develop and deliver evidence-based interventions and activities that identify strengths, address unmet need, and support children to realise their potential and develop a pro-social identity.
- Working in partnership with other agencies (health, education, police, social care etc), you will ensure that we keep children at the heart of our assessments, interventions and decision making so that they, their families, and victims, receive coordinated and appropriate support to create safer communities with fewer victims. This work will be undertaken in accordance with the legislative requirements of the Crime and Disorder Act 1998, the Criminal Justice and Immigration Act 1998 and other legislation and guidance as applicable.

This is what we need you to do...

- Build positive relationships with children, young people, and their families through direct work to ensure that their voices, wishes and feelings are heard.
- Provide timely, high quality, holistic, assessments of children, in collaboration with the child, their family, and other agencies using structured and specialist assessment tools.
- Carry a complex caseload of children and young people subject to prevention, diversion and statutory interventions in line with statutory, national and local case management guidance.
- Update and maintain high quality case records on the youth justice case management system ensuring that all key information about the child's circumstances and plans are recorded within timescales and comply with the Data Protection Act.
- Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training and development activities.

We want to be an employer of choice, attracting and retaining excellent people to work for us, so that we can best serve all of Gloucestershire's diverse communities. Our promise to you is that we will provide an inclusive and supportive working environment that enables you to bring your whole self to work and realise your full potential.

- Complete and present timely, high-quality reports, relating to children and young people. This will include Referral Order reports, Pre-Sentence reports, Progress reports, early revocation reports, non-compliance reports and other non-youth justice specific reports that relate to a child's intervention.
- Attend court, as required, as a representative of the Youth Justice Service, and proactively present information (both verbally and in writing) to the court to support decision-making in relation to bail, remand and sentencing.
- Develop SMART plans with children and their families to balance risk factors and needs to achieve outcome focused interventions that effect positive change and lead to safer communities.
- Undertake evidence-based direct work with children, young people and families to manage risk and achieve the sustained and positive outcomes identified in assessments and plans.
- Continuously monitor and review the progress of plans and outcomes for children and young people to achieve positive change and keep children and others safe.
- Support children remanded or sentenced to custody and ensure effective resettlement into the community in line with best practice guidance.
- Adopting a strength based restorative approach in engaging children and supporting opportunities to repair harm
- Maintain up-to-date knowledge of legislation, statutory guidance, research and council policy and procedures to ensure our statutory responsibilities to children and young people are met.
- Be accountable for own practice ensuring it is of high quality and reflect bests practice.
- Develop and maintain effective professional relationships with internal and external stakeholders.
- Support, promote and safeguard the welfare of children and young people in line with safeguarding policies and procedures.
- Demonstrate good practice in the application and understanding of identity and diversity.

Special Conditions

- Enhanced DBS disclosure is required for this post
- Nature of the post requires flexibility to meet the needs of children and young people. This will inevitably entail some work outside normal office hours and other locations across Gloucestershire.
- Expectation to be available on a duty rota basis for weekends and Bank Holidays
- Must be able to travel across the county to meet service need

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the Council reserves its right to amend or add to the accountabilities listed above.

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The ideal candidate will have...

Experience

- Significant experience of working directly with vulnerable children, young people, and families.
- Experience of undertaking assessments of need and risk, developing plans and delivering interventions that achieve positive change and effectively manage risk.
- Experience of partnership working and multi-disciplinary approaches to working with children, young people, and families.

Knowledge, Skills and Understanding

- Knowledge and understanding of all relevant legislation and guidance.
- Understanding of evidence-based, child first, approaches to practice.
- Knowledge and understanding of the complex issues that affect children and young people who offend.
- Understanding of how the youth justice system works.
- Knowledge and understanding of child and adolescent development.
- Knowledge and understanding of trauma informed practice.
- Ability to analyse and address complex situations.
- Effective assessment skills relating to work with vulnerable children, young people and families.
- Ability to involve young people, their families, victims, and communities in the design and delivery of services, interventions and programmes.
- Ability to develop, co-ordinate and deliver evidence-based programmes and interventions designed to engage and meet the needs of children, young people, their families, and victims.
- Ability to organise and prioritise workload, work flexibly, and meet deadlines, in conjunction with line manager.
- Effective verbal and written communication skills.
- Ability to work as part of a team.
- Ability to communicate effectively and creatively with children and young people
- Ability to work with staff and managers at all levels.

Behavioural attributes

- Able to manage and function effectively when working in a pressurised environment.
- Emotionally resilient.
- Non-judgmental and caring attitude.
- Able to demonstrate a Child First approach
- Aligns with Gloucestershire Employee Values and behaviours which are available on our website
- Our values are Accountability, Integrity, Empowerment, Respect and Excellence

Education & Qualifications

Essential

- Graduate or equivalent professional qualification (Social Care, Education, Youth Work, Criminal Justice, Health),

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