



Job Description

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St. Helens Council

Post: Youth Intervention Coordinator

Post Number:

Department: People's Services

Grade: SCP 19-22

Responsible to: Youth Service Manager

Responsible for: Youth Workers, Instructors, Volunteers

Purpose of the Post: To coordinate the delivery of the early intervention programmes for children and young people.

To coordinate a team of Youth Engagement Workers to work across the borough, gaining intelligence and knowledge to engage and build trusting relationships with young people at risk of exploitation.

To design and support the delivery of commissioned work such as holiday programmes and alternative educational programmes.

To establish, maintain and develop work with a wide range of agencies in St Helens, as well as advising on good practice issues related to working with this client group.

Duties and Responsibilities:

1. Be responsible for the day to day management of part time and sessional staff and volunteers i.e. return to work interviews, appraisals, supervisions and team meetings
2. To manage the services engagement with both users and none users to ensure provision continues to develop to meet the changing needs of young people
3. To be a member of the Youth Service Management Team contributing to its strategic vision and future development. Monitoring and reviewing performance making recommendations to the Youth Service Manager for Service improvements.
4. To record the impact of service delivery on children and young people
5. Work in partnership with other agencies to address issues and achieve positive outcomes for children and young people
6. To encourage, recognise, record and implement the outcomes of children and young people views on the service.
7. To take the lead on issues that may arise during delivery, taking the necessary actions in accordance with the Council's relevant Policies and Procedures.

8. To maintain comprehensive records of all contacts held with children and young people in line with agreed case recording guidelines
9. To keep up-to-date with support services available within St Helens
10. To work flexibly, including early mornings, evenings and weekends, to suit the needs of families, children and the service
11. Attending case conferences, planning meetings, reviews, Family Action Meetings, etc, on children and young people as required
12. To undertake relevant training where required
13. To plan, manage and deliver, when required, targeted inclusion programmes on behalf of a variety of agencies
14. To proactively work with related services, such as schools and social care to remove barriers faced by vulnerable children and young people by providing support that meets their individual needs.
15. To plan and deliver school holiday programmes to a range of children and young people if required
16. To take bookings and card payments to extra programmes
17. Manage one's own work and that of their teams in accordance with the units, plans and targets. Ensuring that positive outcomes for children and young people are measured and reported
18. To monitor budgets in line with Council financial regulations
19. To report and present to partners as and when required
20. To comply with the Council's safeguarding policy
21. To critically monitor, review and evaluate delivery and use the information, to ensure quality standards are being met and ensuring improvements
22. To support the day to day management of the service in the absence of the Service Manager
23. To liaise with national and local governing bodies/organisations as necessary
24. To produce relevant reports, action plans including recommended courses of actions.
25. In circumstances in which children are not subject to any formal meeting process, organise and chair multi agency meetings
26. Contributing skills and knowledge as part of a staff team and organising and attending staff meetings where required

27. To generate income from providing specialist projects to other agencies, including schools
28. To carry out any other duties commensurate with the post as required.
29. To be prepared to work outside normal working hours
30. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
31. To be responsible for the implementation of the Council's Health and Safety Policy and associated safe working procedures and guidelines. To contribute towards the identification and management of risk within the service area.
32. To communicate the Health and Safety Policy, procedures and guidelines to all employees and contractors under the management/supervision of the post holder. To monitor compliance with the policy, procedures and guidelines, keeping appropriate records as required.
33. To comply with the Council's Comprehensive Equality Policy and ensure that it is implemented within the service area and amongst employees within the remit of the post.
34. To be responsible for the implementation of the Council's Human Resource policies and procedures including Employee Relations, within the remit of the post.
35. To comply with the Council's Information Management Framework (including the Data Protection Policy, Code of Practice and Social Media Policy) and ensure that it is implemented within the service area and amongst employees within the remit of the post.
36. To comply with the Council's Code of Conduct a fundamental aspect of which are "the Seven Principles of Public Life", and to conduct oneself with the highest standards that they require. To ensure that the code and required standards of conduct are maintained amongst employees within the remit of the post.

This post is subject to Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.

Date updated: April 2018