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Job Title: Youth Justice Service Volunteer Coordinator Ref No:

Knowledge	E = Essential D = Desirable	Identified By
 Demonstrate knowledge of Safeguarding and Public Protection and its application in the youth justice setting. 	E	A/I/T
 An understanding of adolescent development and the issues linked to young people offending including ACES/ trauma informed approaches to intervention. 	E	A/I/T
 A knowledge and understanding of equal opportunities and diversity issues. 	E	A/I/T
Demonstrate knowledge of Restorative Justice concepts and practice.	E	A/I
 Good working knowledge and understanding of relevant criminal justice and childcare legislation (particularly around Referral Orders), recent changes and implications. 	E	A/I
Knowledge of the principals of evidence-based practice and Youth Justice Board National Standards and scaled approach.	E	A/I
Skills and Abilities	E = Essential D = Desirable	Identified By
Communication Skills - To be able to understand and be understood by different groups and individuals in various situations. To be able to prepare and present both written and verbal reports to a good standard.	E	A/I/T
 Interpersonal Skills - To be able to form good working relationships with people from a wide range of social, cultural and ethnic backgrounds to enable you to achieve your goals and also to promote the reputation of St Helens YJS. 	E	A/I/T





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•	Organisational Skills - To be able to plan and organise your own workload and manage your time effectively. To be able to set up and maintain appropriate systems for the management of your work.	E	A/I/T
•	Team Working - To be able to contribute to the overall effectiveness of St Helens YJS. To share skills, expertise and ideas with colleagues and to work as part of a multidisciplinary team.	E	A/I
•	Information and Communication Technology -To be able to use and have experience of using Microsoft Office, databases and spreadsheet software packages.	E	A/I
Exper	ience	E = Essential D = Desirable	Identified By
•	Experience of working with children involved in the Criminal Justice System either in the community and/or in the secure estate.	E	A/I
•	Experience of using Microsoft Office, databases and spreadsheet software packages and in particular case management systems.	E	A/I
•	Experience of undertaking assessments, report writing and case-work management.	E	A/I
•	Experience of effective team work.	E	A/I
•	Experience of planning and organising meetings, scheduling times and communicating this effectively.	E	A/I
•	Experience of supporting and managing staff/volunteers.	D	A/I
•	Experience of delivering training to volunteers or other groups.	D	A/I
•	Experience of retaining focus and control in times of competing pressures and priorities.	D	A/I





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Qualifications	E = Essential D = Desirable	Identified By
 Professional Qualification in any of the following: Social work. Professional Certificate of Effective Practice (Youth Justice). Probation. A minimum Level 4 qualification in one of the following: Information Advice Guidance Youth and Community Work Criminology Psychology 	E	A/C
 Counselling To have completed the restorative approaches training or a willingness to complete it. 	E	A/C
Other Circumstances	E = Essential D = Desirable	Identified By
Valid driving licence with access to a car to enable travel to various locations for home visits, and meetings in and out of borough.	E	A/I
Willingness to work unsociable hours when required (evenings, bank holidays and weekends).	E	A/I
Willingness and commitment to undertake further training.	E	A/I
An ability to fulfil all spoken aspects of the role with confidence through the medium of English	Е	I

^{*}If an applicant cannot drive as they are precluded by disability, applicants are still welcome. Applicants are asked to provide a statement as to how they will be in a position to alternatively meet the requirements to enable the duties to be carried out effectively and efficiency with reasonable adjustments

A – Application Form

I - Interview

T- Test

C - Certificates





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