

Principal Youth Officer

Department: Children, Young People, Education and Skills (CYPES)

Division: Young People, Further Education, Higher Education and Skills

Reports to: Director of Further Education, Skills and Learning

JE Ref: CYP518.1

Grade: CS14

JE Date: 02/11/2023

Lead, manage and deliver the overall strategic development and operational management of the Jersey Youth Service (JYS) to ensure that the Youth Service is effective in meeting the needs of a diverse range of young people in Jersey.

Job specific outcomes

1. Direct and continuously evaluate the overall strategic development of Jersey Youth Services (JYS), including the writing of a strategic plan for agreement with the CYPES Senior Leadership Team, in order to ensure the continuous improvement and relevancy of the services provided to a range of young people in Jersey.
2. Gain agreement for and oversee the management of the annual JYS budget plan, ensuring the effective and efficient use of resources and seeking additional external funding to extend and enhance youth work provision where needed, in order to provide the best possible and most constructive experience for users of JYS.
3. Direct and manage the overall implementation of youth work delivery by leading the youth work curriculum and developing innovative projects to ensure JYS is relevant and continues to meet the needs of young people.
4. Develop the policies, procedures and guidelines needed to ensure that JYS has the appropriate structures in place to provide high quality youth work.
5. Lead the recruitment, development and support of a complex staff team, to ensure JYS has a strong workforce which is able to deliver high quality youth work.
6. Identify and build effective relationships with strategic partnerships with Parishes, other GOJ departments, voluntary and charitable organisations and community groups, in order to develop joint working and additional opportunities for young people.
7. Supervise the management of the buildings and resources used by JYS, to ensure all are well maintained and meet Health & Safety standards and that they meet the needs of young people and the service.
8. Promote Youth Work in Jersey to raise public awareness of JYS and to inform young people of the opportunities available to them, and in doing so promote a positive image of young people's involvement with the Youth Service to the wider public.

9. Represent JYS both in Jersey and the UK at various conferences or strategic meetings to promote the youth work carried out by JYS and to ensure the service is well informed and, in a position, to contribute to current agendas impacting on work with young people.

Statutory responsibilities

- The postholder will have to comply with all relevant States Laws, such as the Health and Safety at Work (Jersey) Law 1989 and any other associated legislation, Standing Orders, Financial Directions, and other relevant Codes of Practice, in respect of managing the key project deliverables of programmes and costs through the active management of procurement, approval, financial and administrative procedures.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work (Jersey) Law, 1989
- To work in accordance with the Data Protection (Jersey) Law;
- This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Services

Jersey Youth Service

Organisational structure

Government Departments



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Professional youth work qualification which is recognised by the JNC, such as a degree or equivalent level in Informal and Community Education, Youth Work or Youth & Community Studies.</p> <p>Professional training qualification such as PCET.</p> <p>Valid NCPCC Designated Safeguarding Officer certificate (SPB L2) and SPB L4 certificate.</p>	
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Substantial understanding of youth work philosophy, delivery and practice and to have the strategic skills and ability to ensure the Youth Service is positioned to contribute to the changing needs of young people.</p> <p>Up to date knowledge of UK trends and developments in working with young people and an ability to consider and act on these in relation to the local environment.</p> <p>Practical understanding of working within complex partnerships.</p> <p>Understands how to deal with difficult and demanding situations in a youth work environment, such as conflict and disagreement between staff, service users and parents, and with members of the community, partner agencies and outside agencies. This includes a good understanding of how to provide and receive complex and sensitive information, e.g. safeguarding/child protection referrals, case conferences and strategy meetings.</p>	<p>Working knowledge of all GOJ, Departmental and Youth Services policies</p>

<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Up to date knowledge of current legislation in relation to young people, eg Safeguarding/Child Protection, Working with Vulnerable Adults, Health & Safety, Licensing Laws and Drugs Laws. Children and Young People (Jersey) Law 2022.</p> <p>Maintaining MI/administrative systems to report on both qualitative and quantitative outcomes of projects/programmes to a wide variety of stakeholders.</p> <p>Ability to apply good judgement, based on experience and in-depth training, to make on the spot decisions for the protection of individuals who are at risk. These cases may involve complex issues that require a high level of problem-solving skills.</p>	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Excellent personnel and financial management skills.</p> <p>Strong and inspiration team leader, who can recognise and develop the strength of members of their team, delegating responsibilities as necessary.</p> <p>Effective organisational and administration skills.</p> <p>Excellent time management and self-management skills to balance the extensive range of identified responsibilities and the complexities of the role.</p> <p>Effective interpersonal and communication skills through all media, confidently representing the Youth Service to a wide audience, including senior Officers and the Ministerial Team. Able to communicate and relate well to young people when attending event and youth projects/clubs.</p> <p>Ability to work independently, having the confidence to use own initiative and work autonomously.</p> <p>Resilient and able to manage emotionally distressing and sometimes physically</p>	

	challenging situations - always remaining professional.	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Wide professional experience of managing youth work at team leader level, and the management of youth workers, buildings and resources.</p> <p>Creation, development and implementation of policy, strategy and curriculum in the arena of youth services.</p> <p>Successful management of financial and physical resources.</p>	

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 1-3 core accountabilities attributes and behaviour indicators.