

Deputy Youth Officer

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

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

Reports to: Principal Youth Officer

JE Ref: CYP550

Grade: CS12

JE Date: 10/09/2019

Manage and deliver specific areas of the Jersey Youth Service (JYS), including the management of operational and business improvement processes, 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. Develop, manage and continuously evaluate the overall strategic development of specific projects, initiatives and developments within Jersey Youth Service (JYS), including strategic and operational responsibility for business improvement and management of change processes within the service, in order to ensure the continuous improvement and relevancy of the services provided to a range of young people in Jersey.
2. Manage the annual JYS budget, 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 service users.
3. Manage appropriate Information Systems, using the information available to support the management and direction of overall youth work delivery through specific projects and programmes, in order to ensure JYS is relevant and continues to meet the social and informal educational needs of young people.
4. Manage team leaders directly and support a wider, complex staff and volunteer team through the provision of advice and training and the development of policies, procedures and guidelines, to ensure JYS has a strong workforce which is able to deliver high quality youth work.
5. Develop and manage strategic partnerships with Parishes, other GOJ departments, voluntary and charitable organisations and community groups, including the negotiation and management of contracts with GOJ departments and external service providers, to develop joint working and additional opportunities for young people.
6. Provide operational management of the buildings and resources used by JYS, including the ICT network infrastructure, to ensure all are well maintained and meet Health & Safety standards and that they meet the needs of young people and the service.
7. 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.

8. Deputise for the Principal Youth Officer as required, carrying out delegated duties to ensure continuity of service, to ensure JYS is represented both in Jersey and the UK at various conferences and strategic meetings and to ensure that JYS is always kept 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.

Organisational structure



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 4 core accountabilities attributes and behaviour indicators.

The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.

Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<p>Professional youth work qualification at degree level or equivalent which is recognised by the JNC, such as Informal and Community Education, Youth Work or Youth & Community Studies.</p> <p>Valid NSPCC Designated Safeguarding Officer certificate (SPB L2) and SPB L4 certificate.</p>	
Knowledge	<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>Deep understanding of working within complex partnerships.</p> <p>Understand how to deal with difficult and demanding situations, e.g. conflict and disagreement between staff, service users and parents, and</p>	<p>Working knowledge of all GOJ, Departmental and Youth Services policies</p>

	<p>members of the community, partner agencies and outside agencies. 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>Technical / Work-based Skills</p>	<p>Competently uses 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>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</p>
<p>General Skills/Attributes</p>	<p>Excellent financial management skills.</p> <p>Strong people manager who can recognise and develop the strengths 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 events and youth projects/clubs.</p> <p>Ability to work independently, having the confidence to use own initiative and work autonomously.</p>	

	Resilient and able to manage emotionally distressing and sometimes physically challenging situations - always remaining professional	
Experience	<p>Significant professional experience of managing youth work at a senior level, including the management of youth workers, buildings and resources.</p> <p>Development and implementation of policy and curriculum in the arena of youth services.</p>	