

Medway Council Job Profile

Job Description

Job title	Youth Justice Officer
Directorate	PEOPLE : Children and Adults
Division	Youth Justice Service
Range	MPR 5
Reports to	Practice Manager / Team Manager
Date of issue	July 2025
Date for review	June 2027

Main purpose of the job:

The Youth Justice Officer role is to work to prevent children in the Youth Justice System from re-offending and to prevent children from entering the Youth Justice system. The Youth Justice Officer will undertake often complex assessments of the risk of offending, risk of harm and safeguarding concerns of children and young people involved in the Criminal Justice System.

To work effectively with children involved in the Youth Justice System and their parents and carers.

Liaise with stakeholders in a way that promotes the [One Medway Council Plan](#) and embeds our [values and behaviours](#).

Accountabilities and outcomes:

To supervise a caseload of young people referred by the Court and by the police as Out of Court Resolutions.

Undertake holistic assessments of children, young people and their families which identify risk and protective factors and analyse the underlying causes of their offending, ensuring their views are reflected to inform decision making and how approaches are adapted to work with them.

To prepare Pre-Sentence Reports to the Courts, following assessment, giving proposals for intervention to reduce offending, with regard to the welfare of the child.

To prepare reports for Referral Order Panels and attend the Panel to support volunteer panel members with information about suitable interventions.

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To attend Court when required working as the Youth Justice Service representative, providing advice and support to children, young people, their families and the judiciary and to undertake bail assessments and produce bail support packages for Court.

Undertake home visits as required to support work with a child, young person, parent or carer.

Work creatively in developing and delivering interventions with the child and their parent or carer which focus on the criminogenic need and strengthen factors for desistance. This will involve using imaginative approaches and could include one-to-one or group work.

Undertake YJS office/court duty as part of a rota system.

To maintain and keep good case records of plans and decisions in accordance with departmental policy regarding the recording of work using the electronic case management system.

To work in a multi-disciplinary team and to work effectively in partnership with staff based in relevant agencies, fostering strong relationships that promote positive outcomes for children, young people and their families.

To work flexibly in line with the needs of the service; this may include evening and occasional week-end work

At manager discretion, other activities may be assigned that fit the job description.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Progression Framework.

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

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Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand into the role of another member of staff who is responding to a Major Civil Incident.

Accountabilities to Children and Young People

The children and young people of Medway have said the following qualities are really important to them:

- Be a good listener.
- Be non-judgemental.
- Be consistent and stable.
- Be contactable.
- Understand me.
- Be honest.
- Be focused.
- Be realistic.
- Be a good timekeeper.
- Be resourceful in your approach.

Be ambitious for young people and promote others to share the same drive.

Champion Children and Young People's views and rights in everything you do.

Ensure Children and Young People's voices are listened to and acted upon.

'Do what you say and say what you do'.

Organisation:

This role reports to the Practice Manager / Team Manager.

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

Person specification

All criteria at level A should be considered essential requirements.

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Qualifications

Level A

Educated to degree in relevant subject e.g., Youth Justice, Youth Service or Probation studies, teaching, criminology, psychology, and the creative arts.

Willingness to work towards the Effective Practice Award accredited by the Youth Justice Institute/Board.

Level B (in addition to level A criteria)

Effective Practice Award accredited by the Youth Justice Institute/Board.

Level C (in addition to levels A and B)

Working towards Youth Justice Effective Practice Certificate (YJEPC)

Completion of an accredited model of intervention – this could be AIM assessments (for sexually harmful behaviour, Positive Behaviour Support, Cognitive Behavioural Therapy).

Knowledge

Level A

An awareness of childcare legislation, e.g., the Children Act 1989 and Children Act 2004.

An understanding of Youth Justice / Criminal Justice legislation.

Level B (in addition to level A criteria)

A good understanding of childcare legislation, e.g., the Children Act 1989 and Children Act 2004.

A good understanding of the Asset Plus assessment tool and its underpinning theory base.

A good understanding of the concepts of Risk / Safety and Wellbeing (safeguarding) / Desistance.

A good understanding of Youth Justice legislation in relation to Out of Court Disposals / Referral Orders / Youth Rehabilitation Orders and custodial Orders.

Developed knowledge and expertise in one specific area of the Youth Justice practice, this could include one of the following - Bail and Remand work including intensive supervision, Reparation and unpaid work, Referral Orders, Victim liaison.'

Level C (in addition to levels A and B)

A developed understanding of childcare legislation and its application.

A developed understanding of Youth Justice legislation and practice guidance as it applies to both the delivery of out of court and court disposals.

A developed understanding of Child first theory and practice methods, and the Youth Justice Board Child First accredited programme.

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Experience

Level A

Experience of working with children in the Youth Justice Systems

Experience of delivering interventions to young people and their families.

Experience of working with young people and adolescents and bringing about positive change in their lives.

Level B (in addition to level A criteria)

Experience of completing a range of reports in the Youth Justice System – Including out of court disposal reports to the police, Referral Order reports, and pre-sentence reports for the youth court (where custody was not under consideration).

Extensive experience in court work and advising the Youth bench.

Developed expertise in assessing and responding to risks and safeguarding needs presented by children in the Youth Justice system.

Extensive experience in advising the police at the multi-agency out of court disposal panel.

Level C (in addition to levels A and B)

Experience of completing a range of reports in the Youth Justice System – Including out of court disposal reports to the police, Referral Order reports, and pre-sentence reports for the youth court (where custody was under consideration). The completion of pre-sentence reports for the Crown court.

Extensive experience of delivering interventions to young people and their families using a child first approach.

Experience working in the Youth Court and presenting the Youth Justice Service in the Crown Court.

Skills

Level A

A full driving licence and access to own transport for work purposes.

Able to work on own initiative.

Proficient in the use of Microsoft Word, Excel, and Outlook

Able to engage with children in child first manner.

Able to communicate effectively in a professional manner - written and verbal skills.

Accurate case recording skills.

Able to complete assessments, reports and plans within given timescales.

Able to deliver actions/initiatives and innovative practice as prescribed in the youth justice plan.

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Level B (in addition to level A criteria)

Able to confidently represent the Youth Justice Service at children's social care meetings such as, Child protection conferences and reviews, Child in Care reviews and planning.

Competent in the delivery of Child first principles in practice. Able to demonstrate a Child First approach to assessment, planning and intervention.

Proficient communication and engagement skills.

Presentation skills.

Proficient level of court work skills.

Proficient level of report writing skills / Out of Court disposal Police reports / Referral Order reports.

Strong multi agency working Police / probation / Children's Social Care / CAMHS.

Ability to deliver interventions to the parents and carers of children in the Youth Justice system to enable them to better support their children's desistance from further offending.

To hold responsibility for one specific area of the Youth Justice practice, this could include one of the following - Bail and Remand work including intensive supervision, Reparation and unpaid work, Referral Orders, Victim liaison.

Level C (in addition to levels A and B)

Demonstrable expertise in delivering Child first principles in practice. In relation to assessment, planning and intervention.

Demonstrable expertise in working in a multi-agency manner to meet the issues presented by children with complex needs.

High level of communication and engagement skills.

Confidently prepares and presents varied information to a range of audiences.