

Job Title	Range ¹	Entry	Level A	Level B	Level C
Practice Manager	Range 6 £40,132 - £45,420	<ul style="list-style-type: none"> Educated to degree in relevant subject eg. Youth Justice, Youth Service or Probation And/or extensive experience of working with children in the Youth Justice System A full driving licence and access to own transport for business purposes. 	Salary: £40,132	Salary: £42,776	Salary: £45,420
			<p>Required for this level</p> <p>Qualifications</p> <ul style="list-style-type: none"> Educated to degree in relevant subject eg. Youth Justice, Youth Service or Probation; And/or extensive experience of working with children in the Youth Justice System <p>Knowledge</p> <ul style="list-style-type: none"> Knowledge of youth justice legislation and national standards <p>Experience</p> <ul style="list-style-type: none"> Experience of working with young people and/or in a criminal justice setting. Experience in undertaking direct work with children and young people and be able to evidence understanding of the child's lived experience. Experience of undertaking creative and innovative work, responding to the needs of children and young people in the youth justice system Experience of improving professional practice within a team setting, through training, teaching, coaching and quality assurance processes. Experience in undertaking direct line management of others. <p>Skills</p> <ul style="list-style-type: none"> A full driving licence and access to own transport for business purposes. ICT Skills. Proficient in the use of MS Office. Able to manage complex projects, assessing and taking account of known risks and adapting to changes along the way. Able to respond to the immediate needs of children and families either directly or through brokerage with other agencies. Developed communication skills. Confidently presents varied information to a range of audiences. Able to work on own initiative. Commitment to equality and diversity, identifying service strategies to deliver equitable and fair services for users and employees, challenging discriminatory 	<p>In addition to level 6A</p> <p>Qualifications</p> <ul style="list-style-type: none"> Practice Educator qualification or equivalent experience in managing, supporting, and training staff in the workplace. <p>Experience</p> <ul style="list-style-type: none"> Significant experience of working with young people and/or in a criminal justice setting. Significant experience in undertaking direct work with children and young people and evidencing the child's lived experience. Significant experience of undertaking creative and innovative work, responding to the needs of children and young people in the youth justice system. <p>Skills</p> <ul style="list-style-type: none"> Provide a range of services that are flexible, innovative and responsive to immediate needs of children and families either directly or through brokerage with other agencies, but facilitating the change within the families. 	<p>In addition to levels 6A and 6B</p> <p>Qualifications</p> <ul style="list-style-type: none"> A recognised management qualification (Degree level) <p>Knowledge</p> <ul style="list-style-type: none"> Extensive knowledge of youth justice legislation and national standards. <p>Experience</p> <ul style="list-style-type: none"> Extensive experience of working with young people and/or in a criminal justice setting.

¹ Salaries correct as of financial year 2023/2024

			practices and actively managing and promoting diversity.		
			<u>Transferable skills</u> <u>This will be finalised once all frameworks across the Council are in place. A skills matrix will then be devised to allow staff to identify where transferrable skills could be helpful to job mobility and provide a starting point for understanding their own strengths.</u>		

Job Title	Range ²	Entry	Level A	Level B	Level C
Youth Offending Officer	Range 5 £34,223 - £39,632	<p>Educated to degree in relevant subject e.g. Youth Justice, Youth Service Probation studies, teaching, criminology, psychology and the creative arts.</p> <p>A full driving licence and access to own transport for business purposes.</p>	<p>Salary: £34,223</p> <p>Required for this level</p> <p>Qualifications</p> <ul style="list-style-type: none"> Working towards Effective Practice Award accredited by the Youth Justice Institute / Board. <p>Knowledge</p> <ul style="list-style-type: none"> An understanding of youth justice/criminal justice legislation An awareness of childcare legislation <p>Experience</p> <ul style="list-style-type: none"> 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 change in their lives. <p>Skills</p> <ul style="list-style-type: none"> Able to work on own initiative. Proficient in the use of MS Word, Excel and Outlook. Able to engage with children in child first manner. Able to assess and respond to risks and safeguarding needs presented by children. Able to communicate effectively in a professional manner - written and verbal skills. Accurate case recording. 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. 	<p>Salary: £36,928</p> <p>In addition to level 5A</p> <p>Qualifications</p> <ul style="list-style-type: none"> Completion of an Effective Practice Award accredited by the Youth Justice Institute / Board. <p>Knowledge</p> <ul style="list-style-type: none"> A good understanding of childcare legislation. 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’. <p>Experience</p> <ul style="list-style-type: none"> 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. <p>Skills</p> <ul style="list-style-type: none"> Able to confidently represent the Youth Justice Service at children’s social care meetings such as , Child protection conferences and reviews, LAC reviews and planning. Competent in the delivery of Child first principles in practice. Being able to 	<p>Salary: £39,632</p> <p>In addition to levels 5A and 5B</p> <p>Qualifications</p> <ul style="list-style-type: none"> Working towards the Youth Justice Effective Practice Certificate (YJEP) or Foundation Degree in Youth Justice. The completion of an accredited model of intervention – this could be AIM assessments (for sexually harmful behaviour) Positive Behaviour Support, Cognitive Behavioural therapy. <p>Knowledge</p> <ul style="list-style-type: none"> 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 program. <p>Experience</p> <ul style="list-style-type: none"> 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. <p>Skills</p> <ul style="list-style-type: none"> 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 Able to confidently prepare and present varied information to a range of audiences.

² Salaries correct as of financial year 2023/2024

				<p>demonstrate a Child First approach to assessment, planning and intervention.</p> <ul style="list-style-type: none"> • 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. • The 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’. 	
			<p><u>Transferable skills</u> <u>This will be finalised once all frameworks across the Council are in place. A skills matrix will then be devised to allow staff to identify where transferrable skills could be helpful to job mobility and provide a starting point for understanding their own strengths.</u></p>		

Job Title	Range ³	Entry	Level A	Level B	Level C
Youth Offending Officer - Interventions	Range 4 £28,374 - £33,723	<p>Educated to degree in relevant subject eg. Youth Justice, Youth Service or Probation</p> <p>And/or extensive experience of working with children in the Youth Justice System</p> <p>A full driving licence and access to own transport for business purposes.</p>	<p>Salary: £28,374</p> <p>Required for this level</p> <p>Qualifications</p> <ul style="list-style-type: none"> Educated to degree in a relevant subject e.g., Youth Justice, Youth Service, Probation studies, teaching, criminology, psychology, and the creative arts. Willingness to work towards the Effective Practice Award accredited by the Youth Justice Institute/Board. <p>Knowledge</p> <ul style="list-style-type: none"> An awareness of childcare legislation, e.g., the Children Act 1989 and Children Act 2004. An understanding of Youth Justice / Criminal Justice legislation. <p>Experience</p> <ul style="list-style-type: none"> 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. <p>Skills</p> <ul style="list-style-type: none"> 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. Able to assess and response to risks and safeguarding needs presented by children. 	<p>Salary: £31,049</p> <p>In addition to level 4A</p> <p>Qualifications</p> <ul style="list-style-type: none"> Working towards Effective Practice Award accredited by the Youth Justice Institute/Board. <p>Knowledge</p> <ul style="list-style-type: none"> 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 Welling being safeguarding) / Desistance. A good understanding of Youth Justice legislation in relation to Out of Court Disposals / Referral Orders / Youth Rehabilitation Orders and custodial Orders. A good understanding of evidenced based interventions in the Youth Justice system. Knowledge of recognised accreditation schemes (Example: AQA) and how these are implemented. Successful completion of an accredited award scheme training course. Knowledge of evaluation processes for interventions. <p>Experience</p> <ul style="list-style-type: none"> Developed expertise in assessing and responding to risks and safeguarding needs presented by children in the Youth Justice system. Significant experience in advising the police at the multi-agency out of court disposal panel. Evidence of successful engagement with the business and voluntary sector in creating opportunities for children in the youth justice system. <p>Skills</p> <ul style="list-style-type: none"> Able to confidently represent the Youth Justice Service with community groups, voluntary organisations and businesses. 	<p>Salary: £33,723</p> <p>In addition to levels 4A and 4B</p> <p>Qualifications</p> <ul style="list-style-type: none"> Completion of the 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). <p>Knowledge</p> <ul style="list-style-type: none"> 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. <p>Experience</p> <ul style="list-style-type: none"> Experience of having successfully developed and delivered accredited interventions to children in the Youth Justice System. Experience of having evaluated the effectiveness of interventions. 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. <p>Skills</p> <ul style="list-style-type: none"> 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.

³ Salaries correct as of financial year 2023/2024

				<ul style="list-style-type: none"> • The ability to engage children in evidence-based interventions, accredited interventions, and positive activities in the community. • Competent in the delivery of Child first principles in practice. Able to demonstrate a Child First approach to assessment, planning and intervention. • Proficient level of communication and engagement skills. • Presentation skills. • Proficient level of report writing skills • Strong multi agency working Police / probation / Children’s Social Care / CAMHS. 	
			<p><u>Transferable skills</u> This will be finalised once all frameworks across the Council are in place. A skills matrix will then be devised to allow staff to identify where transferrable skills could be helpful to job mobility and provide a starting point for understanding their own strengths.</p>		

Job Title	Range ⁴	Entry	Level A	Level B	Level C
Restorative Justice Coordinator	Range 4 £28,374 - £33,723	<ul style="list-style-type: none"> Educated to degree level. Degree in relevant subject, Youth Justice, Youth Service or Probation A full driving licence and access to own transport for business purposes. 	Salary: £28,374 Required for this level <u>Qualifications</u> <ul style="list-style-type: none"> To be working towards accreditation as a Registered Practitioner at Foundation level or willingness to work towards. <u>Knowledge</u> <ul style="list-style-type: none"> An understanding of the principles of restorative practice. An awareness of childcare legislation. <u>Experience</u> <ul style="list-style-type: none"> Experience of delivering restorative justice interventions to young people and their families. Able to assess and respond to risks and safeguarding needs presented by children. Experience of delivering Restorative justice training to staff and volunteers. <u>Skills</u> <ul style="list-style-type: none"> 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. 	Salary: £31,049 In addition to level 4A <u>Qualifications</u> <ul style="list-style-type: none"> Completed an RJC approved, foundation level, qualification in restorative practice. <u>Knowledge</u> <ul style="list-style-type: none"> An understanding of childcare legislation. A good understanding of restorative justice processes, principles and standards including the Youth Justice Board Referral Order guidance. <u>Experience</u> <ul style="list-style-type: none"> Experience of advising Youth Offender Panels. Developed expertise in assessing and responding to risks and safeguarding needs presented by children in the Youth Justice system. Extensive experience of delivering restorative justice interventions to young people and their families. <u>Skills</u> <ul style="list-style-type: none"> Proficient level of communication and engagement skills. Competence in the delivery of Child first principles in practice. Being able to demonstrate a Child First approach to assessment, planning and intervention. Presentation skills. Ability to mentor and support foundation practitioners develop their practice. 	Salary: £33,723 In addition to levels 4A and 4B <u>Qualifications</u> <ul style="list-style-type: none"> Completed an RJC approved level 4 qualification in restorative practice. Undertaken additional training including case supervision and further specialist training in areas such as domestic violence, harmful sexual behaviour, mental health. <u>Knowledge</u> <ul style="list-style-type: none"> A high level of understanding of childcare legislation and its application. A developed understanding of restorative justice processes, principles, and standards. <u>Experience</u> <ul style="list-style-type: none"> Experience of delivering Restorative Justice interventions in complex cases where victims have experienced significant harm. <u>Skills</u> <ul style="list-style-type: none"> High level of communication and engagement skills Confidently prepares and presents varied information to a range of audiences. Ability to mentor and support intermediate practitioners develop their practice.
			<u>Transferable skills</u> This will be finalised once all frameworks across the Council are in place. A skills matrix will then be devised to allow staff to identify where transferrable skills could be helpful to job mobility and provide a starting point for understanding their own strengths.		

⁴ Salaries correct as of financial year 2023/2024

			Level A	Level B	Level C
Information and Analysis Officer	Range 4 £28,374 - £33,723	<ul style="list-style-type: none"> GCSE's at Grade 5 or above including Maths and English Educated to degree level or equivalent. Car driver and daily use of a car for business purposes 	Salary: £28,374 Required for this level <u>Knowledge</u> <ul style="list-style-type: none"> Proficient knowledge of IT, including case recording systems, spreadsheets, databases, performance management software and statistical analysis packages and customer mapping. An understanding of principles of data quality, data protection and information sharing. <u>Experience</u> <ul style="list-style-type: none"> Proficient experience of working within a strategy, performance, or business environment. <u>Skills</u> <ul style="list-style-type: none"> Able to work on own initiative. Proficient in the use of Microsoft Word, Excel, and Outlook. Able to communicate effectively in a professional manner - written and verbal skills. Statistical and data analysis skills. 	Salary: £31,049 In addition to level 4A <u>Knowledge</u> <ul style="list-style-type: none"> A developed understanding of principles of data quality, data protection and how to apply them. Detailed knowledge of the national performance framework for youth justice services and keeping appraised on any changes and developments. <u>Skills</u> <ul style="list-style-type: none"> Proficient communication and engagement skills. Presentation skills. Proficient in data report writing / crystal reports. Ability to work on own initiative to produce data reports that meet the needs of the service. Ability to interrogate data and identify and explore themes that relate to the improvement of the performance of the service. Completion of successful and reliable performance data returns. 	Salary: £33,723 In addition to levels 4A and 4B <u>Knowledge</u> <ul style="list-style-type: none"> Advanced knowledge of IT, including spreadsheets, databases, performance management software and statistical analysis packages. <u>Experience</u> <ul style="list-style-type: none"> Extensive experience of working within a strategy, performance, or business environment. Experience of providing data analysis that has led to an improvement of the services performance. <u>Skills</u> <ul style="list-style-type: none"> High level of communication and engagement skills. Confidently prepares and presents varied information to a range of audiences.
			<u>Transferable skills</u> This will be finalised once all frameworks across the Council are in place. A skills matrix will then be devised to allow staff to identify where transferrable skills could be helpful to job mobility and provide a starting point for understanding their own strengths.		

			Level A	Level B	Level C
Youth Justice Worker	Range 3 £22,355 - £27,874	<ul style="list-style-type: none"> Educated to NVQ Level 3 in a relevant discipline GCSE's at Grade 5 or above including Maths and English Car driver and daily use of a car for business purposes 	Salary: £22,355 Required for this level <u>Knowledge</u> <ul style="list-style-type: none"> An understanding of working with vulnerable children in the youth justice sector. An understanding of child and adolescent development and knowledge of parenting skills. An understanding of equality and diversity principles and relevant legislation and obligations. An awareness of Youth Justice legislation <u>Experience</u> <ul style="list-style-type: none"> Able to undertake direct work with children and young people and be able to evidence understanding of the child's lived experience. Experience of delivering interventions to young people and their families. Practical experience of working in a multi-agency environment. <u>Skills</u> <ul style="list-style-type: none"> Able to assess and respond to risks and safeguarding needs presented by children. Able to hold a caseload of varying complexity and comply with relevant assessment framework. Able to engage with children in child first manner. Able to demonstrate skills in collecting information, analysing and assessing children and families' needs and creating imaginative responses and interventions. Able to communicate clearly and effectively in a professional manner - written and verbal skills. Able to work on own initiative. Able to deal with difficult/ sensitive situations and appropriately handle confidential and sensitive data. Able to complete assessments, report and plans within given timescales. 	Salary: £25,115 In addition to level 3A <u>Knowledge</u> <ul style="list-style-type: none"> A good understanding of Youth Justice legislation. A good knowledge and understanding of child and adolescent development and knowledge of parenting skills. <u>Experience</u> <ul style="list-style-type: none"> Proficient in undertaking direct work with children and young people and evidencing the child's lived experience. Proficient in assessing and responding to risks and safeguarding needs. Experience of working with vulnerable children in the youth justice sector. Experience of using digital case management systems. Developed experience of delivering interventions to young people and their families using a child first approach. <u>Skills</u> <ul style="list-style-type: none"> Proficient level of engagement and communication skills. A good level of competence in the delivery of Child first principles in practice. Being able to demonstrate a Child First approach to assessment, planning and intervention. Developing presentation skills. Proficient in multi agency working Police /probation / Children's Social Care / CAMHS. 	Salary: £27,874 In addition to levels 3A and 3B <u>Qualifications</u> <ul style="list-style-type: none"> Working towards the Effective Practice Award accredited by the Youth Justice Institute/Board. <u>Knowledge</u> <ul style="list-style-type: none"> A high level of understanding of working with vulnerable children in the youth justice sector. A developed understanding of child and adolescent development and knowledge of parenting skills. A developed understanding of Child first theory and practice methods. <u>Experience</u> <ul style="list-style-type: none"> Highly proficient in undertaking direct work with children and young people and evidencing the child's lived experience. Highly proficient in assessing and responding to risks and safeguarding needs. <u>Skills</u> <ul style="list-style-type: none"> High level of communication and engagement skills. Confidently prepares and presents varied information to a range of audiences. 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. Demonstrable expertise in implementing strategies within the home to ensure targets are met and the family is central to their plan, ensuring partners involved have an objective to be present.
			<u>Transferable skills</u> This will be finalised once all frameworks across the Council are in place. A skills matrix will then be devised to allow staff to identify where transferrable skills could be helpful to job mobility and provide a starting point for understanding their own strengths.		

			Level A	Level B	Level C
Reparation Worker	Range 2 £21,000 - £21855	A good standard of education at GCSE level or equivalent Car driver and daily use of a car for business purposes	Salary: £21,000	Not Applicable	Salary: £21,855
			Required for this level <u>Knowledge</u> <ul style="list-style-type: none"> An awareness of health and safety procedures. <u>Experience</u> <ul style="list-style-type: none"> Experience of working with vulnerable children in the youth justice sector and helping them succeed. <u>Skills</u> <ul style="list-style-type: none"> Able to provide timely and accurate reports. Able to work with challenging young people. Able to work in a group setting and individually with young people. Able to help others with practical skills, such as (but not limited to) DIY / Gardening skills Able to communicate clearly and effectively in a professional manner - written and verbal skills. Able to work on own initiative to resolve straightforward problems. Able to explain straightforward tasks to others. Able to remain calm and impartial under pressure. 		In addition to level 2A <u>Knowledge</u> A good understanding of health and safety procedures and undertaking/contributing to risk assessments. <u>Experience</u> <ul style="list-style-type: none"> Confidently prepares and presents varied information to a range of audiences. <u>Skills</u> <ul style="list-style-type: none"> Proficient level of engagement and communication skills. Presentation skills. Proficient in dealing with difficult situations.
			<u>Transferable skills</u> <u>This will be finalised once all frameworks across the Council are in place. A skills matrix will then be devised to allow staff to identify where transferrable skills could be helpful to job mobility and provide a starting point for understanding their own strengths.</u>		