



**LONDON BOROUGH OF MERTON**  
**CHILDREN, SCHOOL'S and FAMILIES DEPARTMENT**  
**JOB DESCRIPTION**

**Post Title: Team Manager - Youth Justice Service**

**Grade: MGB**

**Division/Section: CSF / Youth Justice**

**Location: Civic Centre, Merton**

**Responsible to: Service Manager, Family & Adolescent Services**

**Responsible for: Management & delivery of the Youth Offending Service;  
2x ME16 Managers + any other posts appropriate**

**Post number:**

**Date: November 2014**

### **1. Overall Purpose of the Job**

The Merton Youth Justice/Offending Team Manager is responsible, through the Service Manager for Family & Adolescent Services and the Youth Crime Executive Board, for the strategic and operational management and direction of the multi-agency youth justice service. Responsibilities include:

- Assessment, Supervision & Court team
- Management of Partnership staff
- Projects team including Reparation, Appropriate Adult work and services to parents & victims
- Operational budget management (£1.5M) and co-ordination of Youth Crime Executive and Management Groups

To produce the Youth Justice plan for Merton and to oversee and manage the performance of the Youth Justice Service and to be the point of contact for the Youth Justice Board. This post involves partnership arrangements and stakeholder liaison with a wide range of agencies including the Courts, Police Probation Service, Education and Health services.

## 2. MAIN DUTIES AND RESPONSIBILITIES

### Strategic Management

2.1 To work as part of the Merton Children's Social Care and Youth Inclusion and Family & Adolescent Services

2.2 Represent Merton regionally and nationally on Youth Offending matters as directed by the Service Manager, Family & Adolescent Services and/or Head of Children's Social Care & Youth Inclusion.

2.3 To assist with the co-ordination of the the strategic approach to the reduction and prevention of youth crime in Merton. In line with Government priorities, guidance and direction from the YJB, the local Crime & Reduction Partnership (Safer Merton), Local Criminal Justice Board, Youth Crime Prevention Board and the Children's Trust; to ensure conformity with their service plans and objectives.

2.4 Oversee the management of a range of YJS teams:

- Assessment, Supervision & Court team
- Projects team including Reparation scheme, Referral Order schemes, Appropriate Adult scheme, externally funded projects and services to parents & victims (including volunteers and mentors within these projects)
- Partnership staff within YJS
- Assisting with the implementation of the Out of Court Disposals with Partner agencies

2.5 To manage and produce the annual Youth Justice Plan for Merton in consultation with all partner agencies and other stakeholders ensuring that the Plan connects with and is complimentary to other relevant plans such as the Children & Young People plan and Youth Crime Prevention Strategy plan.

2.6 Lead on the structural change within the YJS teams to ensure service provision meets the needs of the children and young people.

2.7 To develop systems that manage the performance of youth justice services in Merton and to produce performance data for the YJB, as well as the Local Authority Business Plan, external agencies and other local management groups.

2.8 To manage the (multi-agency) Youth Justice Service Budget

2.9 To have management oversight of cases which are open to other teams within Social Care, particularly those with safeguarding concerns (eg Child Protection, Child in Need and/or LASPO) and flag these up to the Service Manager for Family and Adolescent Services

2.10 To provide regular reports to the YJS Youth Crime Executive and operational Management Groups and advise LBM members / agencies on youth justice issues.

2.11 To work across agency and Borough boundaries in order to develop effective and cost-effective youth justice services.

2.12 To promote and manage crime prevention work among statutory, voluntary and private sector agencies operating in Merton in the context of the Government's Anti-Social Behaviour agenda.

### **3. Performance Management**

3.1 To ensure that the YJS management information systems produce timely and accurate performance data for that is both quantitative and qualitative, particularly for the LBM monthly/quarterly data returns.

3.2 To provide quarterly and annual performance data returns on youth justice services in Merton to the Youth Justice Board on behalf of the Council and its partner agencies and to report and account for performance to the Safer Merton Strategy Board and Children & Young People Strategic partnership.

3.3 To provide the Management Group with regular reports that contain performance data and resource implications to assist the strategic planning process.

3.4 To liaise with the Youth Justice Board and HMIP concerning Inspections. To provide any information that may be required and to prepare the YJS for any Inspections.

3.5 To manage the pooled YJS budget in order to ensure the effective delivery of youth justice services. This budget is comprised of LBM funding, partnership funding, external funders and the Youth Justice Board.

3.6 To manage and authorise expenditure on the YJS budgets and externally funded budgets in accordance with the Council's policies and procedures and external funders requirements.

### **4. Delivery of Youth Justice Services**

4.1 To ensure the delivery of statutory youth justice services as defined by the Crime and Disorder Act 1998 the Youth Justice Plan for Merton and Children and Young People Plan. That vulnerable children and young people are effectively supervised on Court Orders and those held in the Secure Estate are Safeguarded according to childcare legislation.

4.2 To manage the development of youth justice services in Merton through negotiation and liaison with local partner agencies, the Youth Justice Board and other stakeholders, including Judges, Magistrates, and the four Borough Court arrangements.

4.3 To ensure resources are deployed effectively, contracts agreed and managed and the YOS budget overall is kept within balance in order to meet the Council's visions, aims and priorities.

4.5 To ensure that all YOS staff are supported, supervised and appraised in accordance with agreements with all seconding partner agencies and that training and development needs are identified and met in consultation with the partner agencies and other stakeholders.

4.6 To ensure that the equality and diversity agenda is addressed within the YJS

## **5. Other Accountabilities**

5.1 To be accountable for the YJS to the Service Manager, Family & Adolescent Services and the Head of Social Care & Youth Inclusion, ensuring that the safeguarding of young people who are open to the Youth Justice Team is a priority

5.2 To keep Councillors and partners informed about the effectiveness of youth justice services in Merton and the work of the YJS in particular.

5.3 To carry out any other duties that are commensurate with the grade of the post as required by the line manager from time to time.

5.4 To work flexibly in order to meet the needs of the YJS, including some out of hours working.



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**Knowledge / Education**

1. A relevant professional qualification in Social Work e.g. CQSW, Dip SW, relevant Social work degree, Certificate in Effective Practice with Substantive Practice experience within Youth Justice as a manager.
2. Application and Knowledge of the principles of Management, Supervision and Quality Assurance
3. Knowledge of safeguarding issues that may affect young people
4. Proven knowledge of current Youth Justice statutory duties, responsibilities and policies.
5. A sound knowledge of relevant legislation, e.g. the Crime and Disorder Act 1998, the Children's Act 1989 and 2004
6. Knowledge of the causes of crime and the effective methods of reducing offending behaviour (evidence-based practice)

## **2. Skills**

1. Good verbal and written communication skills including the ability to represent the YJS with confidence to partner agencies.
2. Sound financial management experience with the ability to analyse services in terms of their unit costs, value for money and market context.
3. Proven performance management skills, including project planning.
4. Ability to take lead responsibility for specific service developments.
5. Ability to manage change and develop new services where necessary with partner agencies.
6. Ability to apply perspectives and research to the provision of services for young offenders and their victims.
7. Ability to carry out complex risk assessments of young offenders and their offending behaviour and relate this to the design of Intervention Plans.
8. Ability to commission (where necessary) and set up / deliver programmes for young offenders, and monitor and evaluate their effectiveness.
9. Ability to liaise and negotiate effectively across agency boundaries in order to prevent offending or safeguard a young person.
10. Proven and competent IT skills and effective communication and inter-personal skills.
11. Ability to establish a Quality Assurance environment which is able to identify good practice across this service area and promptly address areas of concern.
12. Ability to ensure that appraisal, supervision, support and direction are provided to staff.
13. Ability to set and monitor SMART objectives and deliver key outcomes that meet or exceed service expectations
14. Ability to analyse written and statistical data, prepare and present reports.
15. Able to use own initiative, work under pressure and meet tight deadlines
16. Able to work flexibly and creatively and a willingness to work some evenings usually by prior arrangement.
17. Ability to promote equality and anti-discriminatory practice, and recognise the importance of equality issues for both staff and service users.

## 18. Clean driving Licence

### **Experience / Training**

1. Relevant Management Experience within a Youth/Criminal Justice Context And/or Social Care setting
2. Experience of providing advice and support to staff in assessing YP who offend and in the delivery of programmes of intervention with individuals and families.
3. Proven experience of Quality Assurance, audits and performance management
4. Experience of effective multi-agency working.
5. Experience of the selection, recruitment, training and supervision of individuals.

### **4 Special Requirements / Other considerations**

1. Work in this Service is covered by the provisions of the Rehabilitation of Offenders Act 1974 (Exception) (Amendment) Order. Within an enhanced CRB check you will be required to disclose details of all convictions, including those, which might otherwise be deemed to be “spent”.
2. If you are a disabled person, but you are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be short listed and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.