# Job Description and Person Specification

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| **Job title** | **Young Persons Violence Advisor (YPVA) and Healthy Relationship Worker** |
| **Strategic team/Directorate** | **Children’s Services** |
| **Service** | **Youth Justice Service** |
| **Business unit** | **Youth Justice Service** |
| **Responsible to (day to day issues)** | **Team Manager – Youth Justice Service** |
| **Accountable to (line manager)** | **Team Manager – Youth Justice Service** |
| **Salary grade (spinal column points only)** | **28-31** |
| **JE ref** | **JCT08** |

# 1. Key purpose of job

* 1. To develop & support young people’s work across Torbay, to raise aspirations and confidence, improve emotional wellbeing and self-esteem, encourage participation and develop lifestyle awareness and relationship skills.
  2. To engage with young people with the aim of reducing unsafe risky behaviours, with a particular focus on healthy and respectful relationships
  3. To take a lead on working with young people involved in controlling and abusive relationships.
  4. To contribute to partnership/inter- agency working to inform effective risk management and safety plans for young people.
  5. To engage with young people who are at risk of criminal exploitation and associated violence

# 2. Anticipated outcomes of post

* 1. To have developed and supported work with young people across Torbay in order to raise aspirations and confidence, improve emotional wellbeing and self-esteem, encourage participation and develop lifestyle awareness and relationship skills
  2. To contribute to reducing unsafe risky behaviours, through working with those young people affected by controlling and abusive relationships and though contextual exploitation.

# 3. List key duties and accountabilities of the post

* 1. Responsible for safeguarding and promoting the welfare of children at all times
  2. To work with young people aged 10 -17 and relevant organisations and staff to reduce risk taking behaviours.
  3. To identify the most vulnerable young people considered most at risk of controlling and abusive relationships, stalking and honour-based violence, (Including vulnerable young people in specialist education, Looked After Children, young people identified through Early Help, and YJS as well as those young people with additional learning needs)
  4. To lead, promote and deliver nationally recognised programmes such as The Crush, the Day and Respect programmes to address abusive relationships between young people and improving self-esteem and confidence.
  5. To work within safe-lives (CAADA) best practice guidance for the role of the YPVA (Young Persons Violence Advisor)
  6. To assess referrals at point of contact conducting initial risk and needs assessment.
  7. To complete CAADA DASH Risk assessments and identify safety plans for those choosing to stay/leave abusive and controlling relationships.
  8. To address all immediate risks and issues of safety and security, referring to appropriate agencies where necessary, paying particular attention to safeguarding issues
  9. Attend MARAC Meetings to ensure that those affected are identified as early as possible and ensure a multi-agency approach to managing risk
  10. Proactively support and advocate for young people who are experiencing or are at risk of controlling/abusive relationships.
  11. Support the empowerment of the young person and assist them in recognising the features and dynamics of the abuse present in their situation and relationships(s) and help them regain control of their lives and their futures.
  12. Tailor individual plans to include; Personal safety, Developing healthy relationships, Confidence/self-esteem building, Coping with depression and anxiety, stress and Sexual health. Proactively work with service engage young people in healthy relationship, positive esteem, and confidence work.
  13. Proactively work with service users to source educational, training and employment opportunities – contacting agencies and establishments where necessary, providing basic CV and interview training, or sourcing such support, as and where necessary; in order to further aid and promote independence.
  14. Provide safe, non-judgemental support whilst exploring solutions that are tailored to the individual needs of our service users.
  15. Acting as a signposting service to ensure service users access other local resources such as health services, advice services, community groups, support networks and other local resources.
  16. To promote support for young people at risk of controlling and abusive relationships using a variety of mediums including phone, text e-mail, social networking.
  17. To develop and maintain link with adult DA services, (TDAS) and support young people through transition into these services where appropriate.
  18. To market and publicise this service.
  19. To develop links and referral pathways with a range of agencies working with young people, including schools, Social Care teams, youth services, accommodation services, health services, police etc. to ensure the service reaches as many potential service users as possible.
  20. To develop and deliver information sessions / workshops in targeted areas to raise awareness of abusive relationships and provide information about the work of the service. To provide group / individual work to schools / organisations who identify young people who may need additional targeted prevention work
  21. To ensure that the development and delivery of support and advocacy recognises the additional barriers and inequalities faced by survivors of abusive relationships from marginalised groups and communities and strives to always promote inclusive and anti-discriminatory practice across all aspects of the service.
  22. To be trained to provide condoms as part of Torbay’s C-Card (Condom Card) Scheme and deliver sexual health and contraceptive advice, signposting to appropriate sexual health services.
  23. To work closely with the Under 18 Drug & Alcohol Team/CSE Teams to avoid duplication and develop joint working if appropriate.
  24. To collect data on work conducted and submit reports when required.
  25. To be responsible for resources, including equipment, premises, and other resources, ensuring appropriate resources are available to carry out the work.
  26. To develop the involvement of young people in the planning and evaluation of programmes.
  27. To be responsible for Health & Safety and Safeguarding of young people in all projects for which post holder is responsible.
  28. To undertake regular supervision and in-service and other relevant training.
  29. To undertake additional duties as required, commensurate with the level if the post

# 4. Budgetary/Financial Responsibilities of the post

4.1 None

# 5. Supervision/Line Management Responsibilities of the post

5.1 None

# 6. Working environment and conditions of the post

* 1. Work independently within the Community undertaking home visits and lone working.
  2. Dealing with distressing and disturbing accounts / images of offences and life events of children.

# 7. Physical demands of the post

7.1 Normal physical effort.

# 8. Specific resources used by the post

* 1. Computer and other IT equipment
  2. General office equipment
  3. Mobile Phone

# 9. Key contacts and relationships

**External**

Partner agencies: Children’s Services, Domestic Abuse and Rape Services, Drug and Alcohol Services, Sexual Health Services, CAMHS, Police, Courts, CSW, Probation, Health, Education.

Clients: Children who offend, their families’

**Internal**

Team Managers, TYJS Management Team, Youth Justice Service colleagues, Children’s Services

# 10. Other duties

To undertake additional duties as required, commensurate with the level of the job.

# Other Information

1. All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
2. The Council operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Council's buildings (including Council owned and Council leased buildings, but excluding designated areas in residential schemes), enclosed spaces within the curtilage of buildings, and Council vehicles. The Council does not permit smoking breaks within work time, however, in services where the flexi-scheme is in operation, employees may take reasonable break times outside of core hours, in accordance with flexi-time arrangements. Employees should follow the flexi-scheme procedure for agreeing time away from their duties in the normal manner with their immediate colleagues and line manager, with break start and finish times being recorded, as with any other break-time arrangement.
3. The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.
4. The post-holder must comply with the Council’s Health and Safety requirements as outlined in the H&S policy appropriate to the role.
5. The post is eligible for hybrid home working.
6. The post-holder must be committed to the Council’s Core Values for employees – “Torbay Council employees are committed to being forward thinking, people orientated and adaptable - always with integrity”. Evidence will be sought during the probation and appraisal processes.
7. If you are required to use your own vehicle on Council business or drive a council vehicle you will be asked to provide information on any driving endorsements by accessing [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence) and providing a code to your Line Manager in order to share your driving licence information with the Council.
8. As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check (Disclosure) from the Disclosure & Barring Service before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether “spent” or “unspent”. Criminal convictions will only be taken into account when they are relevant to the post.
9. Torbay Council is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo the checks appropriate to the post applied for.
10. The post holder is expected to work in a way that ensures vulnerable children and adults are safeguarded and report any safeguarding concerns in accordance with established policies and procedures.
11. As this post meets the requirements of the Immigration Act 2017 (part 7) the ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for the post.

# Person Specification

## Note for Candidate

### All Candidates

The supporting statement on your application form will be used to assess ability to meet the essential requirements of the role, so you should explain how you meet each of the numbered essential requirements within your supporting statement.

In a competitive situation, the desirable criteria may be taken into consideration, so you are encouraged to show how you also meet each of the desirable criteria.

### Candidates who consider that they have a disability

Reasonable adjustments will be made to the job, job requirements or recruitment process for candidates with a disability. If you consider yourself to have a disability you should indicate this on your application form, providing any information you would like us to take into account with regard to your disability in order to offer a fair selection interview.

Wherever possible and reasonable we will make adjustments and offer alternatives to help you through the application and selection process. If you have indicated that you have a disability on your application form you will be guaranteed an interview if you clearly demonstrate in your supporting evidence how you broadly meet the essential requirements of the role.

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## Skills and effectiveness

### Essential skills and effectiveness

1. Excellent communication skills with young people (groups & individuals)
2. Effective communication skills with other professionals and an ability to maintain composure under pressure and to ensure that appropriate strategies are adopted to ensure personal resilience and a professional client-led service is delivered.
3. Sensitivity, empathic understanding and diplomacy in all interpersonal relationships
4. Able to motivate individuals and other agencies to move through courses of action and decision-making processes and taking proactive action.
5. A methodical, organised approach to work, self-motivation, and personal drive to complete tasks to the required quality and within timescales.
6. Ability to work with corporate policies
7. Committed to, and able to demonstrate, anti-discriminatory practice
8. Ability to work on own initiative and as part of a team
9. Ability to develop and maintain effective working relationships with colleagues in a range of organisations
10. Ability to look beyond the job in hand, plan and prioritise
11. Flexible approach to working hours
12. Experience of working with Microsoft Office applications (Word, Excel, Outlook, PowerPoint)

### Desirable skills and effectiveness

1. Ability Effective presentation skills
2. Ability to deliver training to other professionals

## Knowledge

### Essential knowledge

1. A sound understanding and application of the legal framework relating to the protection of children and vulnerable adults as well as associated safeguarding policies and procedures
2. Knowledge of working with multi agency/ multi-disciplinary teams
3. Extensive knowledge of the impact of witnessing domestic abuse as children on neurological development and impact of ACES in adolescent trauma.
4. Extensive knowledge of the impact of abusive and controlling relationships on young people.
5. Awareness of Sexual Health issues affecting young people
6. Awareness of Drug & Alcohol issues affecting young people
7. Theoretical, practical and procedural knowledge of civil and criminal justice remedies for victims of domestic abuse.
8. Knowledge of the issues face by the LBGTQ+ Community
9. Knowledge of group work and individual programmes such as Respect and Crush Programmes
10. Understand the principles of risk assessment, safety planning and risk management for those affected by controlling and abusive relationships.

### Desirable knowledge

1. Promoting a culture to safeguard the welfare of young people
2. Understanding the importance of inter-agency work
3. Effective IT skills
4. Understanding of Local and National policy and guidelines on Peer-on-Peer violence, Wider DA policy and guidance.

## Experience and achievements

### Essential experience and achievements

1. Experience of working with young people involved in controlling and or abusive relationships
2. Experience of working with young people involved in risk taking behaviour.
3. Experience of working with vulnerable young people with multiple and complex needs impacted by trauma
4. Delivery of face to face and Group work with young people.
5. Training in Sexual Health work with young people
6. Experience of multi-agency working
7. Experience of assessment, risk assessment, safety planning and risk management.
8. Experience of lone working in the community and in clients’ homes

### Desirable experience and achievements

1. Training in reducing risk taking behaviour eg. Training in healthy and positive relationships/Drug & Alcohol training
2. Sexual Health promotion with young people, including condom distribution
3. Post qualifying experience

## Qualifications/professional memberships

### Essential qualifications/professional memberships

1. Qualified to at least Diploma level or equivalent qualification in either one of the following: Education, Health, Social Work, Youth Work or related field.
2. CAADA/YPVA/ IDVA training certificate, or a relevant degree, or demonstrable equivalent experience, and/or be willing to undertake relevant study
3. Commitment to undertaking professional in-service training

### Desirable qualifications/professional memberships

1. Counselling training
2. Membership of relevant training body.
3. Youth Justice Effective Practice Certificate (YJEPC)

## Essential – Other requirements of the job role

1. Demonstrates a commitment to safeguard and promote the welfare of children and young people
2. Ability to carry out the physical requirements of the role (i.e. manual handling)
3. Ability to travel efficiently around the Bay in order to carry out duties
4. Ability to accommodate unsociable hours
5. Ability to accommodate occasional homeworking