

NEET Reduction Youth Officer

Job Description

Position Pay Level: 6

Position Pay SCP: 24 - 29

Salary: £37,711 – £42,307 (Inclusive of Local Weighting Allowance of £1,130 per annum)

DBS requirement: Enhanced

Responsible for:

- Provide high-quality Careers Information, Advice and Guidance (CIAG) to support young people who are NEET to progress into education, employment or training.
- Manage a caseload of young people, delivering tailored one-to-one and group interventions to address barriers and improve engagement.
- Develop and deliver innovative outreach and engagement activities to connect with hard-to-reach young people.
- Act as Lead Professional, coordinating support and developing outcome-focused action plans to achieve positive EET outcomes.
- Build and maintain effective partnerships with schools, colleges, training providers, employers and support agencies to maximise progression opportunities.
- Maintain accurate case records, performance data and evidence of outcomes using relevant management information systems.
- Monitor and demonstrate the impact of interventions, evidencing progress towards sustained education, employment and training outcomes.
- Undertake other duties commensurate with the grade and responsibilities of the post.

Main purpose of Job:

- To deliver high-quality engagement with the NEET cohort in relation to Careers Information, Advice & Guidance provision in order to contribute to them making a successful and sustained transition into employment, education and or training.
- Work directly with a caseload of referred clients to provide time limited structured support in order to meet identified needs, increase engagement with mainstream services and prevent problems escalating. This support may be offered one to one or in small groups.
- To develop creative ways in which to engage hard to reach young people these may include events, door knocking, targeted careers fairs, innovative group work and projects and other innovative methods.
- Act as the Lead Professional in order to develop and deliver outcome focused plans which take a holistic approach to the need of young people in order to address the

identified needs and increase motivation to access universal / specialist services, education, employment and training.

- Proactively develop and effectively promote and implement multi-agency working ensuring close working relationships are developed with partners such as schools, colleges, youth offending service, social care, training providers and commissioned providers.
- Keep up to date accurate records and monitoring information and produce relevant and timely data to inform the management information systems with particular emphasis on strong casework records, held on the Core plus.
- Produce evidence that the NEET cohort are making progress in relation to EET as a result of their contact with you and where relevant the wider service and partners as a result of your direct engagement.
- Carry out other duties that are consistent with the nature and grade of the post as may be requested by the post holder's line manager and/or senior service managers.

Person Specification: NEET Reduction Youth Officer

Area	Description	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
Experience	Demonstrable and significant experience of engaging NEET young people from different backgrounds both 1:1 and in groups with experience of working with high levels of vulnerability.	Essential	A, I
	Evidence of multi-disciplinary and multi-agency working, in partnership with relevant agencies such as youth offending services, schools, police, voluntary sector agencies and CAMHS in order to deliver holistic and integrated support services to vulnerable young people.	Essential	A, I

Area	Description	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
	Experience of planning and delivering outcome led support packages for NEET young people with multiple needs.	Essential	A, I, T
	Experience of working with young people aged 16-19 from a variety of cultural, faith and language Backgrounds	Essential	A, I
	Demonstrable experience of working as a 'lead professional'	Essential	A, I
	Experience of effectively managing caseloads using analysis and prioritisation to drive work	Essential	A, I
	Experience of designing, delivering and evaluating support packages for young people with multiple and often complex needs.	Essential	A, I
	Experience of engaging with Children that are looked after or have left care, with an understanding of their needs	Essential	A, I
Skills and abilities	Ability to engage the 16–19-year-old NEET cohort and work in an outcome-focused way both in groups and one to one.	Essential	A, I
	Ability to engage young people who have been labelled as vulnerable, 'hard to engage' / disaffected or in need of additional support	Essential	A, I, T
	Ability to communicate effectively both verbally and in writing with a range of other professionals	Essential	A, I
	Ability to communicate effectively with children, young people and all those involved in their case.	Essential	A, I
	Ability to work as part of a professional multi agency initiative, including contributing to partnership meetings, planning and delivery.	Essential	A, I
	Able to be an effective team player within the service contributing to the wider service and council goals.	Essential	A, I

Area	Description	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
	Able to use IT systems effectively to create and maintain detailed case files and manage multi-agency meetings and communication	Essential	A, I
	Required to work flexible hours including evenings and weekend work including residential overnight stays as required.	Essential	A, I
	Full driving licence and access to a car or ability and willingness to travel around the country for business need.	Essential	A, I
	Ability to work under pressure and maintain a calm and professional approach in difficult situations such as dealing with challenging behaviour	Essential	A, I
Knowledge and understanding	A good understanding of the issues affecting the 16–19-year-old NEET cohort especially those who are children looked after and leaving care.	Essential	A, I
	A good understanding of the issues affecting vulnerable young people.	Essential	A, I
	Detailed knowledge of the range, roles and responsibilities of different agencies and partners working to support the 16–19-year-old NEET cohort	Essential	A, I
	Understanding of and commitment to equal opportunities.	Essential	A, I
	Knowledge of children's rights legislation and statutory guidance in relation to those in those in and leaving care.	Essential	A, I
	Knowledge of Child Protection and Safeguarding procedures.	Essential	A, I

Area	Description	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
Qualifications	Qualified with the Diploma in Careers Guidance parts 1 and 2; QCG and NVQ Level 4 in Guidance/LDSS; NVQ Level 4 in Guidance. You will also be willing to gain the L6 Careers qualification.	Essential	A, I
	Relevant professional qualification that grants full professional status in working with young people such as JNC recognised qualification in Youth Work, Personal Advisor, Social Work or relevant qualifications	Desirable	A, I
	Commitment to continuous professional development and willingness to undertake any training as may be required	Essential	A, I