

Job Description

Post:	Youth & Family Intervention Officer
Salary:	£25,000 - £28,000 per annum
Hours :	37.5 hours per week (full-time)
Terms and Conditions:	Fixed term post up to 31 March 2026 (possibility of extension, subject to funding)
Responsible To:	Programme Manager (Criminal Justice)
Responsible For:	Volunteers

Job Purpose:

1. To provide targeted intervention for young people at risk of or involved in knife carrying, violence, crime, or gang activity. Focus on promoting positive behaviour change, improving school attendance, and offering holistic support to both the young person and their family.
2. Direct casework with identified vulnerable children and families to reduce the risk of further violence
3. To work alongside schools and other professionals and track progress of young person and family to ensure they are moving towards achieving agreed goals and outcomes.

Main duties and responsibilities:

Case Work

1. To work young people and their families offering one to one support, advice and guidance and positive activities.
2. Where appropriate, support for designated safeguarding leads and other professionals in relation to safeguarding vulnerable children.
3. To communicate and provide relevant information to young people, families, and agencies as and when required. To attend professionals meeting, such as Child In Neet (CIN), Child Protection Conference (CPC), and Multi-Agency Risk Assessment Conferences (MARAC's).

Parents and Families workshops/events

1. Organise and facilitate thematic workshops with parents on safer parenting and support them to build capacity
2. Organise and facilitate group work with identified groups of vulnerable young people designed to foster thinking, build self-confidence, strengthen resilience, and develop healthy, positive relationships
3. To ensure that all workshops, training and group sessions are delivered by the agreed time according to the projects annual delivery plan.

Planning and Delivery

1. To work closely with the line manager and partners to plan, facilitate and deliver the project within the agreed outputs, timeframe and budget.
2. To inform and communicate with the line manager if any changes, amendments or risks to the above arise.

Networking, Profiling and Representing

1. To generate appropriate referrals to the service by publicity, promotion and developing new networks and professional relationships with relevant LBTH depts., schools, police, key services and other agencies
2. To attend and represent the service at various meetings and events
3. To liaise and network regularly with partner organisations/agencies with regards to referrals, follow-up work and development of new work.

Keep, Maintain and Track Accurate Data

1. To be responsible for the development, upkeep & implementation of individual/family action plans, reviews, exit evaluations and monitoring information of all the clients using service monitoring forms.
2. To accurately maintain up to date detailed casework files.
3. To ensure that all relevant internal and external monitoring reports are submitted on time.

Other Duties

1. To adhere to Osmani Trust policies & procedures
2. To ensure full participation in all internal meetings that may be deemed necessary as required by the post.
3. To undertake and complete training and personal developmental programmes/courses deemed necessary for the post.
4. To participate in Osmani Trust events, fundraising activities and other key programmes.
5. To carry out any other work allocated by the Manager, commensurate to the grade.

Person Specification

Job Title: Youth & Family Intervention Officer

Knowledge/Skills/Abilities	How assessed	Essential/ Desirable
1. A youth work / social work/ counselling or other relevant professional or academic qualification	Application	Essential
2. Knowledge and understanding of the needs of young people/ families who are disadvantaged (at risk) particularly in relation to youth violence	Application & Interview	Essential
3. Proven track record of working with disadvantaged youth groups including, those who may have been exposed to exploitation or those who may be on the verge of being expelled from education	Application & Interview	Desirable
4. Understanding of safeguarding for children and vulnerable young adults	Application & Interview	Essential
5. Ability to speak Bengali	Application & Interview	Desirable
6. Experience of working in culturally diverse communities	Application & Interview	Desirable
7. Experience of working with vulnerable young people and families	Application & Interview	Desirable
8. Ability to write reports to a high standard	Application & Interview	Desirable
9. Experience of maintaining accurate data records and with a good level of competency in using Microsoft Word, Excel and Outlook	Application & Interview	Desirable
10. Able to communicate verbally and in writing, clearly and confidently with a variety of people at different levels	Application & Interview	Essential
11. Ability work on own initiative and within team	Application & Interview	Desirable
12. Ability to be flexible and accommodating to the needs of the project/ organisation	Application & Interview	Essential
13. Knowledge of the roles and responsibilities of statutory and voluntary services; and experience of liaising with them	Application & Interview	Desirable
14. Flexibility to work weekends and evenings	Application & Interview	Essential