

**SHiFT Guide**

**Grade 7, £36,124 - £39,513**

**Manchester Youth Justice, Children’s and Education**

**Reports to Lead Guide**

**Key Role Descriptors**

To break the destructive cycle of children and young people caught in a cycle of committing crimes or associated behaviours so that, instead, they make a positive contribution to our society and build better lives for themselves.

The role holder will deliver personalised interventions and be a constant presence in their lives, offering a stable point of focus for expert support in accordance with their individual circumstance and their lived experience to date. Delivering a highly responsive, flexible and child centred interventions utilising Breaking Cycles and the ShiFT Practice Framework.

The role holder will form and develop supportive relationships with children or young people and be there for them in moments of crisis when they are in most need of support. They will contribute, with the SHiFT lead guide in developing and creating the SHiFT practice model in Manchester, having a substantial impact on the direction and shaping of the service.

The role holder will take collective responsibility for the service and pilots’ success, using effective and creative collaborative working with fellow professionals as an advocate for the SHiFT programme and SHiFT participants and ensuring compliance with the statutory functions where required.

**Key Role Accountabilities:**

Work tenaciously with a number of SHiFT participants with the time, flexibility and resources to help them change their lives. Acting as the first point of contact in a crisis for young people, identifying the correct resource and professionals to liaise and advocate with. Building relationships quickly, to help children and navigate complex systems of support and simplifying these wherever possible.

Creating and delivering bespoke, creative, and evidence-based interventions drawn from collaborative assessments, professional experience, and driven by the young person’s aspirations and needs. Working with a high level of autonomy being able to prioritise and manage continually changing circumstances for the children and young people making decisions which effect service delivery and working practices.

Ensure all practice matters relating to child protection are dealt with promptly and in line with local safeguarding arrangement and policies. Where relevant for a SHiFT participant you will take the statutory of functions of the Youth Justice Service

To be creative in the development of innovative ways of working and engaging children and young people and professionals across different departments and services internal and external to Manchester City Council.

Contribute to the development of the SHiFT pilot programme by sharing what works and being open to new ways of working across Manchester City Council, pan Greater Manchester and Nationally. Contribute to the development of operational guidance and standards for the SHiFT pilots.

Work closely with other partners and agencies, and build strong relationships with fellow professionals, as an advocate for the SHiFT programme and SHiFT participants.

Personal commitment to continuous self-development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

**Where the role holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be fully considered.**



* We take time to listen and understand
* We work together and trust each other
* We show that we value our differences and treat people fairly
* We ‘own it’ and we’re not afraid to try new things
* We’re proud and passionate about Manchester



* **Communication Skills -** Ability to communicate clearly and effectively taking account of individual need including consideration of accessibility issues. Ability to advise others and deal with sensitive issues in difficult situations inside and outside own area, negotiating riskier demands.
* **Analytical Skills -** Ability to identify patterns and trends that may impact on decisions with skills to identify and assess risks and any assumptions made.
* **Planning and Organising -** Excellent time management skills, creating own work schedules, prioritising, preparing in advance and setting realistic timescales for own self and others. Has the ability to visualise a sequence of actions needed to achieve a specific goal and how to estimate the resources required.
* **Problem Solving and Decision Making -** Ability to formulate independently a range of options for new or unfamiliar situations and to select the appropriate course of action to produce a logical, practical and acceptable solution. An ability to make independent decisions of a relatively uniform nature.
* **Creative Skills -** Ability to find creative solutions where there are no existing parameters or procedural framework.
* **Strategic Thinking -** Understands the importance of organisational strategy and how they contribute to it.
* **Administrative Skills -** Have some familiarity with information technology, including excel and word packages.



* Possess relevant qualification or equivalent relevant experience - DipSW, Degree in Social Work, Qualified Probation Officer PCEP (Professional Certificate in Effective Practice), NVQ Level 4 in Community Justice.
* Consent to and apply for an enhanced disclosure check