### JOB DESCRIPTION

<table>
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<tr>
<th>Job Title:</th>
<th>Youth Crime Reduction Officer</th>
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<tbody>
<tr>
<td>Hours of work:</td>
<td>You will have a standard working week of a minimum of 35 hours. You may be required to work outside of normal office hours, at evenings, and weekends. You will also be required to work ad hoc match days.</td>
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<tr>
<td>Salary Range:</td>
<td>£18,000 - £23,000 per annum</td>
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<tr>
<td>Location:</td>
<td>Burnley, Lancashire</td>
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<td>Reporting to:</td>
<td>Youth Crime Reduction Manager</td>
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<tr>
<td>HR Contact:</td>
<td>Ann-Marie Bradley</td>
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<tr>
<td>Contractual Status:</td>
<td>Fixed term for three years</td>
</tr>
<tr>
<td>Date posted:</td>
<td>Thursday 8th November 2018</td>
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<tr>
<td>Posting Expires:</td>
<td>Monday 3rd December 2018 5:00pm</td>
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### Applications Accepted By:

Please apply by downloading and completing the job application form which can be found on Burnley FC in the Community website – Careers and Opportunities [https://www.burnleyfccommunity.org/careers/](https://www.burnleyfccommunity.org/careers/)
Burnley FC in the Community no longer accept CV’s.

**Attention:** Ann-Marie Bradley – HR Manager

### Overall Purpose

As part of the Premier League & BBC Children in Need ‘Breaking the Cycle of Youth Violence’ programme (‘It’s Your Turf’), develop professional and supportive relationships with young people and engage them through session delivery and through long-term mentoring. Provide a programme of early intervention, mentoring and support for identified young people to guide them away from negative behaviour and its associated outcomes.

### Job Description

**Role and Responsibilities**

- Work with individuals and/or groups from a range of backgrounds.
- Mentor young people on a one to one basis through session delivery in community settings including Schools.
- Keep accurate files and records and produce output evidence.
- To be accountable for achieving agreed outcomes, output and personal/team targets.
- To record all programme information on the VIEWS monitoring system.
- Ensure that all requirements under Health & Safety, Equal Opportunities, Data Protection and Safeguarding are implemented and comply with BFCitC policies and procedures, in order to safeguard the health and wellbeing of all young people, staff and volunteers involved in the programme.
- To attend workshops, conferences, and training sessions as appropriate.
- Undertake any other duties appropriate to this role.
- To be able to work flexible and unsociable hours where the role of the job requires.
- To work towards agreed Key Performance Indicators (KPIs).
- Promote the Burnley FC in the Community brand and ethos in a professional, strong and positive manner.
- Work alongside other team members to support in other areas of the organisation as and when required to promote best practice.
- A commitment to equality and diversity in the workplace and a willingness to undertake all relevant equality and diversity training.

### Qualifications and Education Requirements
Essential:
• Mentoring, Counseling or Youth Work qualification(s) at L3 or above.
• Full, valid UK driving licence and access to a suitable vehicle.

Desirable:
• Educated to degree level, or relevant comparable experience.

Preferred Experience, Skills and Attributes

Essential:
• Experience of mentoring individuals over long periods of time.
• Experience of working with vulnerable young people within a youth work, education or custodial environment.
• An ability to motivate, inspire and mentor people towards achieving their goals.
• An ability to build relationships and work collaboratively with a range of partners.
• Knowledge and experience of safeguarding requirements when working with young people and vulnerable adults.
• Ability to monitor, evaluate and assess project performance.
• Ability to work independently and collaboratively as a member of a team.
• Excellent IT skills including intermediate abilities in all MS Office programmes.
• A passion for community and making a difference.
• Highly motivated and conscientious with a determination to succeed.
• A commitment to the aims, vision and values of Burnley FC in the Community.

Desirable:
• Knowledge of the Criminal Justice System.
• Youth Offending Service or similar working background.
• The individual will have a full DBS check.
• A positive attitude towards professional development and their own learning.
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<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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| 1. QUALIFICATIONS     | • Mentoring, Counselling or Youth Work qualification(s) at L3 or above.  
• You will require a full, valid UK driving licence and access to a suitable vehicle.                                                                                                                                                                                                                                                                                                                                                                                               | • Educated to degree level, or relevant comparable experience.                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 2. EXPERIENCE & SKILLS| • Experience of mentoring individuals over long periods of time.  
• Experience of working with vulnerable young people within a youth work, education or custodial environment.  
• An ability to motivate, inspire and mentor people towards achieving their goals.  
• An ability to build relationships and work collaboratively with a range of partners.  
• Knowledge and experience of safeguarding requirements when working with young people and vulnerable adults.  
• Ability to monitor, evaluate and assess project performance.  
• Ability to work independently and collaboratively as a member of a team.  
• Excellent IT skills including intermediate abilities in all MS Office programmes.  
• Time management skills to be able to plan and regulate workload including the ability to prioritise demands and thrive under pressure.                                                                                                                                                                                                                                           | • Youth Offending Service or similar working background.                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 3. PERSONAL QUALITIES | • A passion for community and making a difference.  
• Highly motivated and conscientious with a determination to succeed.  
• A commitment to the aims, vision and values of Burnley FC in the Community.  
• Good judgement and knowing when to seek advice or support.  
• Creative in problem solving situations together with a willingness to take on or try new approaches and ideas,  
• A positive, “can do” attitude.  
• Enthusiasm, energy and resilience.  
• Flexible, helpful and responsive.  
• Excellent networking skills.                                                                                                                                                                                                                                                                                                                                                                                  | • The individual will have a full DBS check.  
• A positive attitude towards professional development and their own learning.                                                                                                                                                                                                                                                                                                                                                                                                   |