



Person Specification			
Post title	Family & Victim Engagement Officer	Grade	H - SCP 23-25 / £34,434 - £36,363

This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
Skills, knowledge, experience		
S1	Demonstrate significant experience of working with children and their families, particularly those who have multiple or complex needs in Criminal Justice, Children’s Services, or other related field of work.	CV/SS, I
S2	Demonstrate an understanding of criminal justice and safeguarding legislation and how this may be applied to practice within a criminal justice setting.	CV/SS, I
S3	An understanding of child development, the impact of Adverse Childhood Experiences / trauma on factors that lead children to become involved in offending.	CV/SS, I
S4	Evidence the ability and skills in assessment, planning and delivery of 1-1 and evidence based family interventions.	CV/SS, I
S5	Demonstrate an understanding of and experience of delivering Restorative Justice interventions and its application with children, families and victims/ harmed persons.	CV/SS, I
S6	Demonstrate a good command of written skills and the ability to use information technology sufficient to, for example, maintain records, prepare reports, correspondence, prepare plans.	CV/SS, I
S7	Ability to contribute to the assessment and management of risk in relation to safeguarding and public protection.	CV/SS, I
S8	Demonstrate the ability to work collaboratively and responsively as part of a multi-disciplinary team to provide an integrated service.	CV/SS, I

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S9	Provide evidence of a flexible approach to work by responding to the varied needs of the service: Ability to work some evenings and weekends.	CV/SS, I
S10	Ability to prioritise work to meet competing demands.	CV/SS, I
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
P2	A demonstrable willingness to share information and work with other people.	CV/SS, I
P3	Commitment to working according to the objectives of the Youth Justice System such as Youth Justice Board Case Management Guidelines, National/Local Standards and Inspectorate Standards	CV/SS, I
P4	Show a demonstrable commitment to good practice in equality and diversity, with knowledge of how children within the Youth Justice System can be discriminated against	CV/SS, I
P5	Current driving licence and use of vehicle, or equivalent mobility to travel when required	CV/SS, I
Communication		
C1	Demonstrable willingness to share information and work with other people including the ability to listen, communicate with and understand others, taking account of other people’s points of view.	I
C2	Using positive verbal and non-verbal communication skills, demonstrate the ability to engage positively with a diverse audience including service users, victims/ harmed persons, adults, parents, professionals, placement providers	CV/SS, I
Qualifications		
Q1	Qualification and training relating to Social Work, Youth and Community Work, Education, Health, Policing or other related areas within higher education.	CV/SS, C

CV/SS = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview
P = Presentation **AC** = Assessment Centre **T** = Test

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Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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