# Hosting Proforma

Youth Justice Agency, Department of Justice

Name of Host

Organisation

**1. Interchange Manager’s details**

Jill Brown

Name

Organisation/

Woodlands, JJC, Youth Justice Agency, DOJ

Department

Woodlands, Juvenile Justice Centre

1 Mosswood Close, Mosswood Avenue

Rathgael Road

BANGOR

BT19 1TA

Address

Telephone Fax number

N/A

02891 854600

Number

Jill.brown@justice-ni.x.gsi.gov.uk

E-mail

Type of Opportunity

**Training Co-ordinator** **post** - Secondment to Youth Justice Agency

**2. Details of hosting opportunity**

Description of opportunity

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| The YJA aims to make communities safer by helping children to stop offending. The Agency works with children aged 10-17 years who have offended or are at serious risk of offending.  The YJA operates through a Headquarters, based in Waring Street Belfast, a Juvenile Justice Centre, based at Woodlands Bangor and five regional community teams across Northern Ireland  The post holder will report to an Assistant Director (DP), their role is to provide a training service across the Agency. The post holder may be required to have line manager responsibilities for staff. |

Main objectives of the opportunity

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| To understand the continuous professional training needs of the Youth Justice Agency (YJA) to ensure the effective delivery of services to young people in line with key business objectives.  To ensure provisions are in place to enable the Agency to maintain a capable, knowledgeable, skilled workforce who can deliver Agency services to agreed professional social care standards.  To contribute to the development of and help deliver the YJA training strategy across both operational directorates.  To represent the YJA at a range of regional forums relevant to social work and Post Qualifying (PQ) training, to keep abreast of best practice and developments with the social work arena.  Oversee the staff training/induction of new staff and their continuous professional development.  Co-ordinate social work degree student placements across the Agency and provide supervision and guidance to Practice Teachers  Contribute to the direct teaching/Institute of Professional Development (IPD), social work degree and post qualifying marking. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| 1. Hold a recognised professional Social Work Qualification (Masters Degree / Degree / DIPSW) and hold a Practice Teachers Award; 2. Have at least 3 years Post Qualifying social work experience in a social care/residential care setting; 3. Have experience in assessing training needs, design, delivery and evaluation of training; 4. Hold current registration or be eligible for registration with the Northern Ireland Social Care Council. |

**4. Personnel: Please state below**

Who will the individual report to?

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| Mr Paul McStravick, Deputy Director, Woodlands, JJC |

Who will be the individual’s line manager and/or reporting officer?

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| Mr Paul McStravick, Deputy Director, Woodlands, JJC |

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the

individual and their organisation.

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| This post provides the opportunity for the successful individual to contribute to the continued professional needs of the Youth Justice Agency to ensure the effective delivery of services to young people in line with key business objectives. It is an opportunity to work collaboratively with partner organisations in both the statutory and voluntary sectors. |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

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| **Start Date**: The secondment will start as soon as a suitable candidate has been identified and a release date agreed.  **Duration**: It is anticipated the opportunity will continue for 12 months with the possibility of an extension, subject to the agreement of all parties.  **Location**: The post may be based at either Woodlands, Rathgael Road, Bangor BT19 1TA or at YJA HQ, Waring Street, Belfast BT1 2DY.  **Form of Transport**: The successful candidate must have access to a suitable form of transport in order to fulfil the duties of the post.  **Funding**: the YJA will meet salary and associated costs. The salary range is: £30,149 - £31,760.  **Further information**: For further information please contact by email either Paul McStravick at [paul.mcstravick@justice-ni.x.gsi.gov.uk](mailto:paul.mcstravick@justice-ni.x.gsi.gov.uk) or Jill Brown at [jill.brown@justice-ni.x.gsi.gov.uk](mailto:jill.brown@justice-ni.x.gsi.gov.uk).  **Closing Date:** Applications must be submitted by **5.00pm on Friday 17 May 2019** to**:**  **For NI Civil Service departmental staff only:** [**secondments@hrconnect.nigov.net**](mailto:secondments@hrconnect.nigov.net)  **For staff from all other Partner organisations:** [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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| **Jill Brown** |

**Signed:**

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| **29 April 2019** |

**Date:**