

Youth Engagement Service

Delivery Coordination Manager – Grade 12

Job purpose

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead, so we are always looking for better and smarter ways to work.

We need to develop and build on existing levels of engagement and intervention, including work with young people, to support the delivery of coordinated strategies. The Youth Engagement Service Delivery Co-ordinator holds responsibility for the consistent and effective support offers for young people at risk of exploitation. The role coordinates and facilitates multi-agency meetings and forums to address and deliver support for young people at risk of exploitation. The Co-ordinator will provide timely management of mitigation plans and interventions, working within the Youth Engagement Service and across the wider partnership.

You will line manage the co-ordination team within the Service.

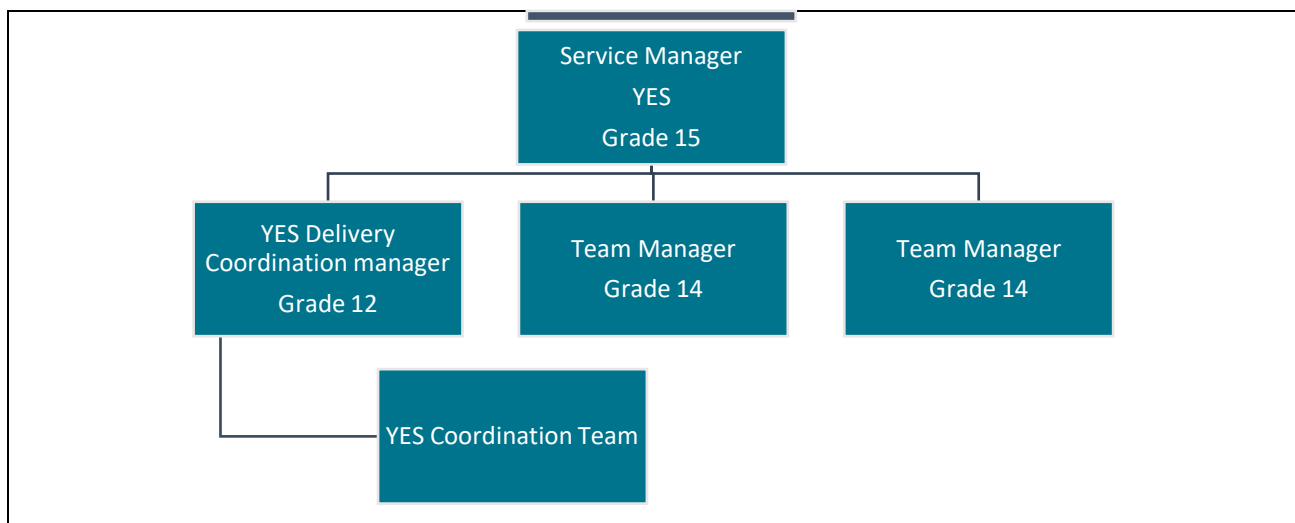
This role is based in This role is based within [Children and Families](#). Find out more about [working for Kirklees](#).

Key areas of responsibility

- Lead and manage the Coordination team within the Youth Engagement Service.
- Coordinate and facilitate multi-agency meetings and forums – with internal stakeholders and partners.
- Represent Kirklees Council, participate and chair multi-agency meetings for children at risk of exploitation.
- Carry out analytical work using complex data from internal and external sources and provide coherent interpretations and performance reports for a wide-ranging audience.
- Formulate and implement long term Safeguarding and Exploitation mitigation plans.
- Produce accurate reports to challenging deadlines.
- Make recommendations in relation to safeguarding strategies, work with others to develop safeguarding strategies and utilise knowledge to influence and educate others with regard to contextual safeguarding.
- Management of multi-agency forum. Discharging of tasks, scrutinising of tasks, set and monitoring of tasks which have a direct impact on children and young people at risk of exploitation.
- Responsibility for accounting for and securing significant monies through third party funding streams.
- Required to use initiative, develop plans, analyse information and disseminate information and plans.
- Required to work independently, assess information and adopt time critical analysis.

- Deliver comprehensive data, written and verbal to varied audiences including partners and members of the public.
- Monitor and provide accurate financial returns.
- Support training and development of Staff and Service to better understand Contextual Safeguarding.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Knowledge of contextual safeguarding / Child exploitation	Essential
Analytical Skills and ability to evaluate information.	Essential
Experience of investigation into Child Exploitation.	Essential
Experience in identifying Exploitation risk.	Essential
Experience in mitigation planning – Risk management strategies.	Essential
Experience and evidence of working within a multi-agency setting.	Essential
Coordination skills– ability to work independently to deadlines.	Essential
Experience of staff management.	Desirable
Experience of financial reporting and accounting.	Desirable

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

Able to work unsocial hours

Driving licence or able to travel independently across Kirklees, exceptions maybe made for disabled candidates.

DBS check at the appropriate level

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Office Use Only:

Job Category	Children's Services	Grading ID	587
Job ID	66960	Last Updated	November 2021
Job Focus	n/a	Career Progression	n/a

Contractual Variants

DBS Category	Children	DBS Type	Enhanced + barred
Health Check	n/a	Politically Restricted	n/a
24/7 working	n/a	Public Holidays	n/a
Night Working	n/a	Alternating Pattern	n/a
Standby	n/a	Other	n/a
Checked by HR	DN		