

Hertfordshire Services for Young People

Service Manager (Stevenage and North Herts)

Additional Information - Key Roles, Responsibilities and Priorities

- Manage a Practice Manager who is responsible for a team of nationally qualified Careers Guidance Advisers and Employment and Training Advisers.
- Manage a Practice Manager who is responsible for a team of nationally qualified Youth Workers, part time Youth Support Workers and Inclusion Workers.
- Manage a Senior EHCP Coordinator who is responsible for Coordinators and a Senior Support Officer.
- Manage a Project Officer and direct the work of a Senior Support Officer and a Facilities Officer.
- Manage countywide posts, as required.
- Responsibility for delivery of effective NEET to EET work in the area across 4 priority strands (16-18, Care Leavers, 16-25 with an EHCP, 16-25 with SEND) including the Activity Survey and the September Guarantee, and delivery of targeted EET programmes.
- Delivery of contracted CEAIG in secondary schools, with a core focus on Year 11 Guidance and identifying pre-neet young people for additional support.
- Delivery of statutory Preparing for Adulthood guidance for Year 9 and 10s with an EHCP.
- Delivery of the statutory maintenance (and where appropriate, ceasing) of Post 16 EHCPs for those at college as well as those who are NEET and seeking education, employment or training, with a focus on performance improvement against key KPIs in line with statutory timeframes.
- Delivery of targeted Youth Work, focusing on early intervention and improving the life chances of vulnerable groups including CME young people, young people at risk of crime or exploitation and young people with SEND.
- Targeted re-integration support for young people Year 7-11 who are missing from education (CME)
- Working closely with North Herts College to engage early with all those at risk of becoming NEET, including through the 'My Futures' programme for young people with an EHCP.
- Strategic Service wide oversight of countywide programmes and core pieces of work, which could include items such as CME, Care Leavers, Voice of the Young Person, QA etc.
- Securing funding to enhance frontline delivery and Young People's Centres.
- Ensuring effective management of the team budget.