



## Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
<b>Job Title</b>	Focused Diversion Navigator (unqualified)
<b>Service</b>	Children Services
<b>Team</b>	Prevention and Youth Justice Service
<b>Location</b>	The Courthouse, Erfstadt Court, Wokingham, RG40 2YF
<b>Reports to</b>	Assistant Team Manager
<b>Responsible for</b>	N/A
<b>Grade</b>	Grade 6
<b>Contract Type</b>	Permanent/Fixed term

Main Accountabilities	
1.	To hold a caseload of up to 15 children at any one time who will need support to improve school attendance and/or behaviour; or who are at risk of criminal exploitation.
2.	To provide relational 1:1 support to children in your caseload to address their needs and build on their strengths.
3.	To support children in your caseload access appropriate and relevant constructive activities in the community to empower them to build pro-social identities.
4.	To produce quality assessments to identify the children's needs and co-produce with them tailored action plans to support them with their needs and strengths.
5.	To keep timely, accurate and effective records for each case.





Person Specification	Essential	Desirable
<b>Education/Qualifications</b>	GCSE English + Maths	Youth work qualification or equivalent Teaching qualification Child First qualification
<b>Experience</b>	Working with children in one or more of these settings/contexts in a secondary school in a youth club/centre as a youth mentor supporting children at risk of exploitation in a youth offending institution as an Early Help worker in supported accommodation	Working in multi-agency settings, sharing information and contributing to shared plans and goals to improve outcomes for children and families  Keeping accurate written records for children  Managing a high caseload of children
<b>Skills/Knowledge</b>	Knowledge of education system, including special education needs and disability (SEND)  Knowledge of contributing risk factor for children criminal exploitation Analytical skills to be able to assess the facts and context presented by each child and family  Report writing skills to be able to write assessments, breaking down and summarising complex concepts and using good English  Experience of working in a high paced environment, juggling various responsibilities simultaneously while working towards tight deadlines.  Manages own time and prioritises work and supports other colleagues to meet agreed deadlines.  Keeps accurate, timely and effective records and understands the importance of this aspect of the job.	Knowledge and experience of systemic and trauma responsive approaches to support children and families





### Purpose Details

<b>Service Purpose</b>	To prevent children's (re) offending and support victims of crime.
<b>Role Purpose</b>	To support children to remain in meaningful education provision and achieve all their potential. To support children to build a pro-social identity to prevent them from (re) offending. To support children at risk of exploitation to prevent them from harm.

### Supervision and Relationships

<b>Supervision Received</b>	You will be supervised by the assistant team manager
<b>Supervision Given</b>	n/a
<b>Contacts</b>	<Key internal/external stakeholders and purpose of contact>

### Resources/Budget Management

No budget responsibilities.
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### Special Requirements

Enhanced DBS Occasional evening and weekend work may be required Valid driving licence Access to a car every day
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### Occupational Health Risk Assessment

### Details

<b>Skin/Respiratory Sensitisers</b>	N
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Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	Y
Hand Arm Vibration	N
Lone Working	Y
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	Y
Working with Elderly/Vulnerable Adults	N
Work Environment Details	Hybrid-Office, Home, Community

Role Involvement	Details
Working with Children	Y
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	Y





Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	N

Disclosure and Barring Service (DBS)		Details
DBS Requirement		Children Enhanced
Eligibility Tool		Find out which DBS check is right for your employee - GOV.UK ( <a href="#">Find out which DBS check is right for your employee - GOV.UK</a> )

Re-checks
<Details of required regular checks in line with regulations.>

Evaluation Declaration	
Date of Evaluation:	March 2026
Evaluated by:	HR Team

