



JOB DESCRIPTION QUESTIONNAIRE (JDQ)

DIRECTORATE: Local Policing and Criminal Justice

DEPT/DIST: Prevention

SECTION: Merseyside Violence Reduction Partnership

JOB TITLE: Young Futures Prevention Panel Coordinator

REPORTS TO: Director of MVRP

GRADE: F

DATE: October 2025

Vetting Level – MV

1. JOB PURPOSE:

To represent the Merseyside Violence Reduction Partnership as the coordinator of all Young Futures Prevention Panel (YFPP) multi-agency meetings and to coordinate the design, delivery, and governance of other key MVRP programmes and Home Office directives, thus ensuring multi-agency collaboration, strong community engagement, and alignment with local and national strategic priorities with a view to prevent serious violence and improve outcomes for Children and Young People (CYP).

2. PRINCIPAL ACCOUNTABILITIES:

(Describe the important end results you are expected to achieve).

- a) To represent the Merseyside Violence Reduction Partnership (MVRP) at all Young Futures Prevention Panel (YFPP) meetings across the 5 Local Authority areas comprising Merseyside, ensuring the provision of an efficient and effective multi-agency response.
- b) To share relevant and proportionate information with partner agencies in a prompt and legal manner where necessary.
- c) To ensure that appropriate records are updated with any actions, flags and warning markers in a timely manner following YFPPs and that crimes disclosed by partner agencies during meetings are accurately recorded and appropriately allocated for investigation. To escalate any intelligence or information gathered appropriately to partner agencies.
- d) To proactively devise a standardised practice pan-Merseyside, in collaboration with Local Authorities.
- e) To identify gaps, blockages and good practice and publicise these across all partner agencies in order to improve these provisions pan-Merseyside.

- f) Research, develop and present briefings to all partner agency stakeholders and support and assist in the development and delivery of multi-agency training in relation to YFPPs.
- g) To manage and track all monies allocated from the Home Office to programmes, ensuring compliance with Home Office financial guidance and deadlines.
- h) To provide partner agencies with direction, advice, and guidance to strengthen collaboration and ensure the smooth running of multi-agency programmes and to identify and support opportunities for funding and resource mobilisation to sustain local initiatives.
- i) To develop and implement robust monitoring and evaluation in collaboration with academic partners, in order to meet Home Office requirements to track, analyse, and present performance data and outcomes,
- j) To share learning, best practice, and national/local policy developments with partners to inform decision making and continuously improve practice.
- k) To provide leadership and guidance to staff to ensure relevant and proportionate information is processed in a timely, sensitive and confidential manner in accordance with current Data Protection Act legislation, General Data Protection Regulation (GDPR), Authorised Professional Practice (APP) on Information Management issued by the College of Policing including Home Office Code of Practice on MOPI, Freedom of Information Act and local information sharing agreements, necessary for the safeguarding of children and vulnerable adults.
- l) To be accountable for all Health and Safety issues, to include necessary risk assessment of staffs roles and responsibilities, in order to fulfil the statutory obligations of the Health and Safety at Work Act 1974.

3a. KNOWLEDGE AND EXPERIENCE:

(What kind of knowledge, skills and experience are necessary to enable satisfactory performance in the job and why are they necessary?).

Qualifications and Knowledge

A degree or other relevant qualifications or at least three years relevant experience.

Knowledge of Child Protection, Vulnerable Adult and Domestic Abuse offences, processes and best practices, Authorised Professional Practice (APP) on Information Management issued by the College of Policing including Home Office Code of Practice on MOPI, Data Protection Act and the Freedom of Information Act to enable decision making and provision of information to Police and partner agencies for all safeguarding cases.

Knowledge of the Public Health Approach to Serious Violence, alongside a working knowledge of The Care Act 2014, Working Together 2018 and Social Care Levels of Need.

Experience

Essential experience of chairing multi-agency processes, involving professionals, parents or children. Ability to provide clear, balanced and unbiased information which differentiates between fact and opinion.

Experience of working in a business area of high demand and high risk. To demonstrate a record of accurately identifying pertinent information and providing a timely response to enable partner agencies to appropriately manage risk.

Experience of evaluating information and developing multi-agency risk management plans to ensure the safeguarding of children and young people.

Experience in public sector finance, grant management, or similar.

Skills and Abilities

Must have good communication and inter-personal skills, both written and verbal, to enable the completion of accurate and concise reports for Police and partner agencies.

Must possess good leadership, analytical, problem solving and conflict management skills to make decisions and assist in performing daily tasks and be able to demonstrate high levels of self-motivation and flexibility in order to work with others, work independently and manage high workloads when required.

Must be able to effectively chair multi-agency meetings, managing expectations of attendees.

The ability to provide a risk management approach to situations where a resource shortfall or the specific needs of child or young person require a deviation from the optimum solution or from adherence to accepted procedures. To use these innovative skills and abilities to seize opportunities to promote positive change in individuals and groups.

Proficiency in using IT systems such as MS Excel, MS Outlook, MS Power Point, MS Word and to gain on-line learning from NCALT, Breeze and Virtual Training Library as required in order to provide an effective service to safeguard children young people.

3b. (Does your post require any Police Powers, and if so what are they, and why are they necessary?)

N/A

4. RELATIONSHIPS:

a) Supervisory responsibilities:

Direct supervisory responsibilities of the YFPP Support Officer and Community and Localities Lead

b) Supervision Received:

The postholder's line manager will be the Violence Reduction Partnership Director but is expected to work under their own initiative and with minimal supervision.

c) Other Contacts:

(i) Within Merseyside Police:

The postholder will be required to have regular contact with personnel at all levels within the Partnership, to inform, advise and liaise on areas of interest. To link in with Prevention and other strands as required.

(ii) Outside Merseyside Police:

The postholder will have contact with outside agencies including National Government Agencies, other Police Forces, Local Authorities, Schools, Health Authorities, professional bodies and academic institutions and consultants, as well as management within all agencies represented in the MVRP.

The postholder will also be expected to work closely with partners across Merseyside and identify areas for improvement in engagement and delivery of YFPP's.

5. CONTEXT:

a) Operating Environment: (Services provided, work patterns, who are the customers)

Under its Safer Streets Mission, the Government has committed to address the scourge of serious violence and to halve knife crime and violence against women and girls (VAWG) within a decade. Further to this, the government has committed to reduce anti-social behaviour (ASB) and improve youth engagement with key support services to address the behavioural and social drivers of crime. The manifesto set out that the government "will intervene earlier to stop young people being drawn into crime, creating a new Young Futures Programme with Prevention Partnerships [which] will identify young people who could be drawn into violence and intervene".

b) Framework and Boundaries: (Policies and procedures which affect you and how these can be changed).

The Young Futures Programme and Area Leaders Programmes are but 2 key programmes within the Home Office delivery of the Safer Streets Mission. Under this programme the government will intervene earlier to ensure children and young people who are facing poorer outcomes and are vulnerable to being drawn into crime are identified and offered support in a more systematic way. The programme also aims to create more support and opportunities for them in their communities.

To help the Home Office understand how these challenges could be addressed through Prevention Partnerships, each VRU will be piloting new multi-agency mechanisms to identify, assess and refer into effective support, CYP vulnerable to being drawn into crime in VRU areas. They have provided additional funding in order to support this mission.

c) Organisation: (For each type of post that reports directly to you, outline below the posts overall responsibilities).

YFPP Support Officer - TBC
Community and Localities Lead

6. DIMENSIONS: (Indicate in quantitative terms, key areas on which your job has an impact).

Financial: £200,000 allocated to the delivery of YFPP's in Year 1 - Ensuring that this budget is adhered to and reported back into the Home Office.

Staff: 2

Other:

7. JOB CHALLENGES: (Describe the most challenging or complex parts of your job).

The postholder must have the credibility, extensive skillset and experience to immediately build/nurture relationships with senior partner agency staff in order to encourage the development of the YFPP within each locality and under the Local Authority it sits. This must be in line with the vision of the MVRP and be in line with the local services available.

The postholder must understand inter-agency policies and procedures and the promotion of timely information sharing to identify opportunities to reduce serious violence and take a long-term public health approach.

The postholder must ensure that the relevant budget is adhered to and reported back into the Home Office in a timely fashion.

8. ADDITIONAL INFORMATION:

(Provide any further information, not included in your previous answers, which you consider would assist others to achieve a better understanding of your job).

The Violence Reduction Partnership is a co-located multi-agency team of Police, Local Authority, Education, Health, Fire Service, Youth Offending, Probation, Public Health, DwP and Police Crime Commissioner Staff. Its aim is to assess and better understand the problem of serious violence and devise strategies and implement interventions to address the root cause of serious violence.

The partnership approach is to instead of seeing serious violence as an enforcement problem for the police to deal with, is to look at the root causes of why a given person becomes involved in violence i.e. trauma during childhood as a result of neglect, poverty, poor education outcomes, parent in prison, lack of role models, parental drug use, etc. By knowing what impacts on a child's future life chances we can seek to intervene early and support them / their whole family to prevent these traumatic incidents from impacting in the way that they often do.

The postholder must maintain confidentiality and trust at all times and on all matters and will be required, on occasion, to deal with issues of an extremely sensitive and / or confidential nature.

9. VETTING LEVEL:

(What level of vetting is required for the post i.e. Recruitment Vetting RV, Management Vetting MV, Security Check SC or Developed Vetting DV).

The post will be subject to management vetting (MV)

10. ORGANISATIONAL STRUCTURE:

(Draw an organisational chart of your Department / Section, indicating the position of your post within it).

TBC

11. AGREEMENT OF QUESTIONNAIRE CONTENT:

(Please sign when completed)

POSTHOLDER'S NAME:
(Please print in block capitals)

POSTHOLDER'S SIGNATURE:

Date:

Extn:

MANAGER'S NAME:
(Please print in block capitals)

MANAGER'S SIGNATURE:

Date:

Extn: