

# Job Description

**Role Profile**  Youth Justice Unpaid Work, Reparation and Volunteer Coordinator

N**ew Role Profile** - Youth Justice Activities Coordinator.

**Service/Team** - Childrens Services

**Reports to** Practice Manager / Team Manager

**My job improves the quality of life for the people of Pan Dorset Area by supporting work with young people involved in the youth justice system,** **and that meets the wishes of victims, to reduce the risk of offending or re-offending and to increase public confidence in the work of our service.**

**Job Overview**

To lead and co-ordinate the Youth Justice Service’s delivery of community, reparation, unpaid work and/or volunteer activities, to enable the service to meet its statutory obligations and to support work that meets the wishes of victims and reduces the risk of re-offending. The role will recruit, train and supervise Community Resource Workers and/or Volunteers.

## Key Responsibilities

* To recruit, train and supervise volunteers to support the work of the Youth Justice Service (YJS)
* To support the volunteers and staff enabling them to contribute to the delivery of interventions which
	+ - * + manage a young person’s risk, vulnerability and offending behaviour
				+ support the parents/carers of young people
				+ consider the views and wishes of the victims of crime
* To develop Restorative Justice practices for Referral Order Panels in line with YJS objectives.
* Identify and develop ways to add value to the content and structure of activities and/or reparation sessions to enable young people to acquire relevant skills and experience as part of their community sentences or reparation activities.
* To assist in the development of practice with regard to Restorative Justice in support of YJS staff and Victims.
* To build public confidence, and to make YJS volunteering opportunities accessible to diverse sections of the community.
* Contribute to assessments and plans, providing input on reparation and/or activities, to inform decisions and plans regarding support and interventions for young people.
* To lead on, develop and deliver activities designed to enhance the retention of volunteers including a regular newsletter, social activities and specific initiatives.

## Specific Qualifications and Experience

* Educated to degree level or Level 3 qualification in Youth Justice, volunteering field or equivalent experience.
* Knowledge of relevant youth justice legislation and statutory requirements.
* knowledge of the work practices, processes and procedures relating to the service area, including restorative/ reparative approaches and health and safety legislation.
* Knowledge of risk and safeguarding issues in a relevant setting.
* Experience of safe recruitment/ selection and training.
* Experience of co-ordinating and supervising the work of others to deliver defined service objectives.
* Ability to plan and prioritise work for a team, responding to ad-hoc issues and emerging priorities.
* Ability to engage effectively with young people and to advocate on their behalf.
* Ability to work effectively across agencies and professional groups.
* Good Communication skills both written and verbal.
* Use of Microsoft office and management of information systems / case recording database

## Personal Qualities & Attributes

* Ability to work effectively across agencies and professional groups, building and sustaining positive working relationships.
* Ability to organise time and balance conflicting priorities whilst consistently meeting individual and organisational objectives.
* A good understanding, knowledge and commitment to equalities and evidence of practice which is responsive to diversity needs.
* Ability to work effectively as part of a multi-agency team, providing specialist advice as required and supporting the practice development of colleagues and volunteers.

## Job Requirements

* Subject to an enhanced DBS check
* Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post. As a result of the creation of BCP Council in 2019, we are working on simplifying our terms and conditions of service and will be creating a single pay structure which is to be applicable for all employees and will include new Role profiles.