**Restorative Justice Programmes Coordinator**

**Role Profile**

**Job Title:** Programmes Coordinator

**Reporting to:** Restorative Justice Service Delivery Manager

**Location:** Home based in Hampshire (with travel throughout the area);

**Term, Hours & Salary:** Position is permanent.

18.75 hours/week (specific days/hours to be agreed but usually including Wednesdays)

Starting salary £13,250/annum (£26,500 FTE) rising to £14,280 (£28,560 FTE) following a successful 6 month probationary period

May include some evening and weekend work

**Programmes Coordinator (18.75 hours per week)**

We are looking for an organised, innovative and enthusiastic Programmes Coordinator who will support the team by coordinating and facilitating restorative based programmes delivered by the Restorative Justice (RJ) Service. This role will include an element of working with victims and offenders to facilitate restorative processes as well as coordinating, supervising and monitoring our volunteer practitioners in delivering these.

The Programmes Coordinator will ensure that all relevant agencies working with RJ participants are involved and advised in regard to RJ activity as appropriate. You will work collaboratively with a wide range of agencies including Hamsphire and Isle of Wight Constabulary, HM Prison Service and Victim Service organisations across Hampshire and the Isle of Wight.

Training, supervision and professional development opportunities will be provided.

**Main Responsibilities**

* To proactively seek referrals from a range of partner agencies such as Police by delivering engagement briefings and training.
* To coordinate, supervise and support volunteer practitioners to undertake appropriate referrals, follow our service processes and procedures and arrange the logistics of these across Hampshire and the Isle of Wight.
* To maintain a case load through facilitation of RJ processes and programmes by providing information and explaining the RJ process or programme to those who have been harmed and to those who have caused harm.
* Willingness to travel out of county in order to facilitate RJ processes and/or undertake national training opportunities on occasion.
* Work with victims (harmed people) and offenders (harmers) to undertake & update assessments of suitability / risk assessments including the emotional and physical safety of participants and make onward referrals to other relevant agencies if support needs are identified.
* To undertake service user evaluation and questionniares with participants as part of a restorative process or programme.
* To adhere to the Restorative Justice Council (RJC) best practice guidance and work towards RJC Practitioner Registration at the earliest opportunity evidencing ongoing continued professional development in line with the RJC.
* To adhere strictly to all requirements of Data Protection & Security and Confidentiality when undertaking this work and to ensure volunteer practitioners do likewise.
* To maintain the highest standard in regard to case recording and tracking by yourself and volunteer practitioners, in accordance with the Restorative Solutions/partner procedures, utilising the local case management system.
* Utilising Microsoft Office to monitor and evaluate service performance, providing accurate reports and information to the Service Delivery Manager as required and to ensure all records are kept in an accurate and up to date manner.
* To produce, and support volunteer practitioners to produce case studies on at least a quarterly basis.
* To assist in the development of current and future programmes and processes including the training and promotion of these across internal RS colleagues and partner agencies when necessary.
* To maintain the highest possible standards in regard to diversity, equal opportunity and inclusion.
* To comply, and ensure compliance with, all Restorative Solutions policies.
* To work as part of the wider RJ team (staff and volunteers) to ensure the delivery of high quality RJ services.
* To organise and attend regular team and supervision meetings.
* To represent and pro-actively promote Restorative Solutions in a professional manner at all times, fully supporting the promotion of Restorative Justice Services in Hampshire and Isle of Wight.
* To work flexible hours, including evenings and weekends where required.
* To undertake other tasks, identified by management, which are commensurate with the position.

**Programmes Coordinator**

**Person Specification**

**Description Essential/Desirable**

* An experienced Restorative Justice Practitioner Desirable
* Knowledge and experience of working in the Criminal Justice System Desirable
* Already Police vetted or willing to be Police vetted Essential
* Experience of managing and motivating volunteers Essential
* Good communication and presentational skills, oral and written Essential
* Proficient IT skills including Microsoft Office and use of virtual platforms Essential

such as Teams

* Able to develop and maintain good relationships with colleagues and Essential

partners

* Able to work independently while keeping others informed Essential
* Able to demonstrate flexibility, including some evening and weekend Essential

working

* Able to demonstrate problem solving skills Essential
* Able to demonstrate enthusiasm and motivation for the role Essential
* Clean driving licence and access to a car Essential