

Restorative Justice Lead Practitioner Merseyside

Job Description

Role Overview

Job Title:	Restorative Justice Lead Practitioner
Reporting to:	Service Delivery Manager
Location:	Merseyside
Salary:	Up to £14,100/annum (£23,500/annum full time equivalent)
Hours & Term:	22.5 hours/week (days tbc) Permanent

Purpose of the role:

To facilitate Victim Offender Conferencing and other forms of Restorative Justice (RJ) for identifiable victim focussed RJ referrals across Merseyside. To assist the Service Delivery Manager to recruit and train, supervise and monitor volunteer RJ practitioners. To assess whether and when volunteers practitioners are ready to work and support practice development. Ensure that all relevant agencies working with RJ participants are involved and advised in regard to RJ activity as appropriate. To work collaboratively with a wide range of agencies including Merseyside Police, North West Probation Service (NWPS), CPS, Courts, Prisons, and Voluntary Sector agencies across Merseyside.

Main Responsibilities

To work alongside the Service Delivery Manager and volunteer practitioners to:

- Manage their own RJ caseload, as well as manage and supervise the work of volunteer RJ practitioners;
- Provide information and explain the process and principles of restorative justice to identified victims of crime and offenders in the community and in custody.
- Inform and support victims, offenders and family members throughout their involvement, working in line with the principles of RJ.
- Facilitate victim offender conferencing and other forms of RJ, meeting the requirements of all Restorative Solutions/partner systems and procedures.
- Adhere to the Restorative Justice Council best practice guidance when facilitating RJ.
- Adhere strictly to all requirements of Data Protection and Security when undertaking this work, and to ensure that volunteer practitioners do likewise.
- Maintain the highest standard of case recording and tracking by yourself and all volunteer practitioners, in accordance with the Restorative Solutions/partner procedures, utilising the relevant case management system.

- Visit victims and offenders to ascertain their views and the level of involvement they wish to have with the restorative justice process.
- Carry out assessments of suitability and willingness of victims and offenders to participate in a restorative justice process.
- Undertake/update an assessment of need with all potential service users and to sign post to relevant agencies to address support needs identified.
- Assess emotional and physical safety and to prepare participants for the restorative process.
- Undertake pre/post service user questionnaires.
- Undertake and maintain the highest standard undertaking risk assessment throughout the process.
- Monitor and evaluate service performance and to ensure all records are kept in an accurate and up to date manner.
- Produce, where possible, a case study on a quarterly basis.
- Maintain the highest possible standards of confidentiality.
- Maintain the highest possible standards in regard to diversity and equal opportunity.
- Comply and ensure compliance with all Restorative Solutions policies.
- Contribute to the development of internal systems and procedures to enhance service provision.
- Identify personal training needs and discuss these with line manager.
- Work as part of a wider RJ team (staff and volunteers) to ensure the delivery of high quality RJ services.
- Organise and attend regular team and supervision meetings.
- Represent and promote Restorative Solutions in a professional manner at all times.
- Proactively promote the RJ Service across Merseyside - briefings to Police officers, victims' services organisations, prosecutors, sentencers, prison officers and community members etc.
- Fully support the promotion and expansion of the RJ Service across Merseyside.
- Provide accurate performance and other reports and information to the Service Delivery Manager as required.
- Monitor and evaluate all work undertaken.
- Work flexible hours, including evenings and weekends where required.
- Undertake other tasks, identified by management, which are commensurate with the position.

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Person Specification

Description	Essential/Desirable
An experienced Restorative Justice Practitioner or mediator	Desirable
Knowledge and experience of working in the Criminal Justice System	Desirable
Experience of managing and motivating teams of volunteers	Desirable
Good communication and presentational skills, oral and written	Essential
Able to develop and maintain good relationships with partners	Essential
Strong ICT skills	Essential
Able to work independently while keeping others informed	Essential
Able to demonstrate flexibility, including some evening and weekend working	Essential
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