

# Job Profile comprising Job Description and Person Specification

## Job Description

<b>Job Title:</b> Reparation and Intensive Supervision and Surveillance Co-ordinator	<b>Grade:</b> PO1
<b>Section:</b> Youth Justice Service	<b>Directorate:</b> Children's Department
<b>Responsible to following manager:</b> YJS Operational & Practice Manager	<b>Responsible for following staff:</b> Volunteers/Casual Workers
<b>Post Number/s:</b> LY618	<b>Last review date:</b> March 2024

### Working for the Richmond & Wandsworth Better Service Partnership

We're Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children's services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We're here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That's why, at Richmond & Wandsworth Better Service Partnership, you'll be at the forefront of innovation in local government, and we'll invest in you and offer you opportunities to grow in a way only our unique organisation can.

### Job Purpose

To develop and support a range of community projects for reparation, intensive supervision and surveillance (ISS) and mediation interventions for children in conflict with the law, the victims of the crime, and the wider community, working under the direction of the YJS Operational and Practice Manager. To effectively engage with children and young people and their families using a child first approach. The post-holder will work closely with all YJS staff in the delivery of programmes to prevent offending.

Intensive Supervision and Surveillance is the supervision of children in the community as an alternative to a custody.

### **Specific Duties and Responsibilities**

1. To assist in the development of effective reparation, ISS and mediation services for children in conflict with the law. This to include programs for ISS, community reparation, restorative conferences and direct and indirect mediation.
2. To process referrals for ISS, community reparation and mediation within the YJS
3. To undertake victim and offending child assessments, completing reports for the Youth Court and Referral Order Panels.
4. To act as a YJS Referral Order Panel Adviser, as required, working closely with the Referral Order Co-ordinator and panel members.
5. To identify and arrange appropriate opportunities for reparation and ISS.
6. To participate in the development of reparation within Diversionary interventions (Out of Court Disposals), Community Orders and Detention & Training Orders.
7. To support volunteers to act as mentors/supervisors to young people engaged in the community reparation scheme.
8. To supervise, oversee and arrange suitable programs for children and young people who offend, to carry out direct or indirect reparation or ISS activities.
9. To offer advice, assistance and consultation to colleagues in the YJS on reparation, ISS and mediation issues.
10. To develop, liaise and maintain close working links with key partners in the development and delivery of reparation and mediation interventions.
11. To work within agreed procedures and protocols to ensure the health and safety of children, victims and sessional workers/volunteers involved in the project.
12. To participate fully as a member of the Youth Justice Service, contributing to the Team's primary aim of reducing youth crime, as specified by the Crime and Disorder Act 1998.

13. To work with children and young who offend who are referred to the Team, completing Asset Plus assessments, and developing interventions, in order to reduce offending behaviour.
14. To participate in the Office Duty Rota, as required.
15. To attend Planning meetings, Reviews and Case Conferences and other meetings, as required.
16. To maintain accurate and up-to-date records of work undertaken with children who offend and their families, and exchange information according to protocols agreed by the Team.
17. To participate in maintaining the YJS's information system that is integral to the successful performance of the Team.
18. To remain up to date with practice developments, research and legislative change.
19. To deliver Appropriate Adult services in accordance with the Police & Criminal Evidence Act 1984.
20. To participate in and contribute to all appropriate training, supervision and Team Meetings within the YJS.
21. To contribute towards in-service training and induction of new staff.
22. It is a requirement of this post that you able to work some Saturdays and occasional evenings, dependent on the needs of the Scheme as it develops.
23. To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to your role within the Council.
24. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to your work role.
25. To ensure that your line manager is made aware and kept fully informed of any concerns which you may have in relation to safeguarding and/or child protection.
26. Responsible for the evaluation, implementation and compliance with Health and Safety legislation, to ensure safe working practices of all staff, public and contractors in his/her working environment, in accordance with the Council and departmental safety arrangements, policies and codes.

27. Generally, promote the services of the department by assisting the public in person or by telephone in a helpful and courteous manner.
28. Participate in the staff development and appraisal scheme, undertaking recommended training and professional development.
29. Carry out all duties in accordance with Wandsworth Council's Equal Opportunities policy with respect to the staff and public, actively promoting equality and seeking to prevent and overcome disadvantage and discrimination.
30. To undertake any other duties as may be appropriate to the level and nature of the post, as determined by the YJS Manager.

### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by Richmond & Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

## Person Specification

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### Our Values and Behaviours

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across the Richmond and Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
1. Knowledge of relevant Youth Justice Legislation, particularly the 1998 crime & Disorder Act.			A/I
2. Knowledge of restorative justice theory, Guidance and practice of minimum standards of effective restorative and reparative practice.		X	A/I
3. Knowledge of the factors that contribute to children being at risk of offending behaviour and contextual harm.	X		A/I
4. Knowledge of bail and remand as it applies to intensive supervision and supervision.		X	A/I

Experience	Essential	Desirable	Assessed
5. Experience of working directly with children, young people and their families in conflict with the law and the youth justice system utilising a child first approach.		X	A/I
6. Experience of working in a diverse, multi-cultural context.		X	A/I
7. Experience of working in a multi-disciplinary team.		X	A/I
8. Experience of undertaking assessments including risk assessments.		X	A/I
9. Experience of working with complex children, young people and family situations.	X		A/I
Skills	Essential	Desirable	Assessed
10. Ability to work effectively as a member of a multi-disciplinary team.	X		A/I
11. Ability to engage effectively with children and young people, their families and victims of crime.	X		A/I
12. Ability to work in partnership and liaison with other professionals.	X		A/I
13. Ability to carry out victim assessments and assessments related to behaviours that can lead to risk of offending.		X	A/I
14. Effective communication skill, both in writing and verbally and able to present reports to Court and collate data.	X		A/I
15. Ability to act on own initiative and create innovative solutions.	X		A/I
16. Ability to co-ordinate staff or volunteers for delivery of programs or interventions.		X	A/I
17. Ability to carry out Health & Safety assessments.	X		A/I
Qualifications	Essential	Desirable	Assessed
Degree or Level 3 or 4 Diploma Certificate in Youth Work or similar relevant qualification.	X		A/C

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**