

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Reparation Co-ordinator	Grade: PO1
Section: Youth Offending Team	Directorate: Children’s Department
Responsible to following manager: YOT Operational Manager	Responsible for following staff: Volunteers/Sessionals
Post Number/s: LY618	Last review date: March 2022

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

To develop and support a range of community reparation projects and mediation interventions for young offenders, the victims of the crime, and the wider community, working under the direction of the Referral Order Co-ordinator. The post-holder will work closely with all YOT staff in the delivery of programmes to prevent offending.

Specific Duties and Responsibilities

1. To assist in the development of effective reparation and mediation services for children in conflict with the law, including community reparation, restorative conferences and direct and indirect mediation.

2. To process referrals for community reparation and mediation within the YOT
3. To undertake victim and offending child assessments, completing reports for the Youth Court and Referral Order Panels.
4. To act as a YOT Referral Order Panel Adviser, as required, working closely with the Referral Co-ordinator and panel members.
5. To identify and arrange appropriate opportunities for reparation.
6. To participate in the development of reparation within Diversionary interventions, 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 and arrange suitable programmes for young offenders to carry out direct or indirect reparation.
9. To offer advice, assistance and consultation to colleagues in the YOT on reparation and mediation issues.
10. To 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 Offending Team, 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 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, 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 YOT'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 YOT.
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.

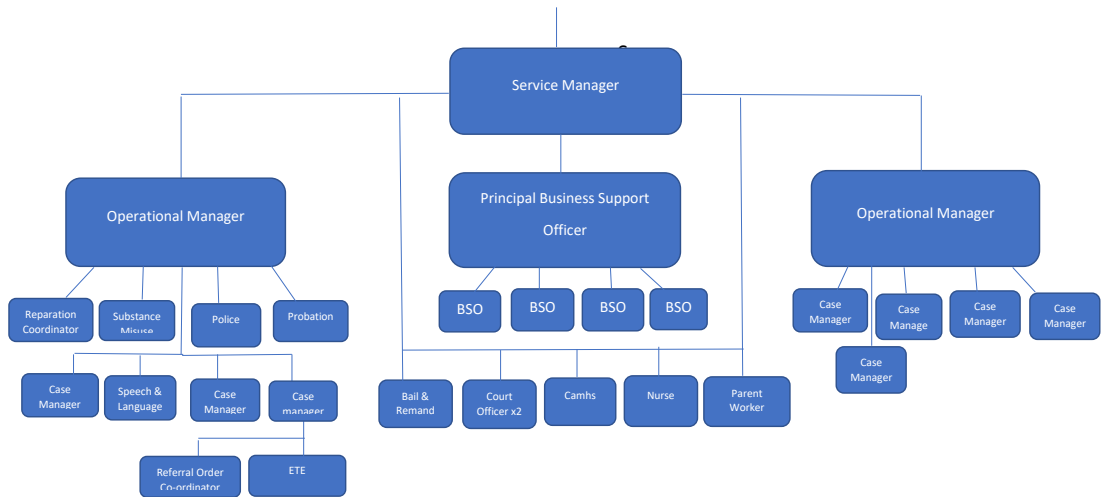
30. To undertake any other duties as may be appropriate to the level and nature of the post, as determined by the YOT Manager.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- 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 the SSA’s policies, 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 role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Team structure

Official



Person Specification

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Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements		Assessed by A & I/ T/ C (see below for explanation)
Knowledge		
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.		A/CV/I
3. Knowledge of the factors that contribute to children being at risk of or from offending behaviour.		A/CV/I
Experience		
4. Experience of working directly with children, young people and their families in conflict with the law and the youth justice system.		A/CV/I
5. Experience of working in a diverse, multi-cultural context		A/CV/I
6. Experience of working in a multi-disciplinary team.		
7. Experience of working with complex children, young people and family situations.		A/CV/I
Skills		
8. Ability to work effectively as a member of a multi-disciplinary team.		A/CV/I
9. Ability to engage effectively with young families and victims of crime		A/CV/I
10. Skills in joint working and liaison with other professionals		A/CV/I
11. Ability to carry out effective offending behaviour/victim assessments.		A/CV/I
12. Effective communication skills, both in writing and verbally, and able to present reports to Court and collate data.		A/CV/I
13. Ability to act on own initiative and create innovative solutions.		A/CV/I
14. Ability to carry out Health and Safety assessments		A/CV/I
Qualifications		
Degree or Level 3 Certificate in Youth Work or similar relevant qualification		A/CV

A – Application form / CV



I – Interview
T – Test
C - Certificate