****

**Restorative Justice Service Coordinator**

**How to apply for this post**

Please send your CV and a covering letter which responds to all the elements required in the person

specification and send via e-mail to info@why-me.org.

**Recruitment timetable**

The deadline for applications is 3rd September 2019 midnight. Applications received after this date will not be considered. Interviews will be held on 10th September 2019 at Can Mezzanine in Borough, London.

For more information about the position please see the job description and the person specification

below.

**Summary of position**

The Why me? RJ Coordinator will be responsible for the delivery and coordination of Why me?’s restorative services in line with the role laid out in the RJC Best Practice guidance. The post holder will manage referrals and case information and oversee a team of volunteer facilitators, with the support of senior staff. Capacity allowing, they will be involved in the promotion of the service, working with partners, briefing senior staff and the board of trustees on all RJ service issues, maintaining referral channels, complying with relevant standards and running an efficient and easy-to-use administration service. The post holder must have prior experience of working with restorative justice projects and of RJ facilitation.

The RJ Coordinator must be familiar with the Restorative Justice Best Practice Guidance (RJC 2011), and the Victims’ Code of Practice (2015).

The post holder will be line managed by and report to the Director, Lucy Jaffé.

Strategic governance of the project is by the Board of Trustees

Salary: £32,000 pro-rata

Hours: 14 hours per week

Holiday: 20 days pro-rata plus bank holiday pro-rata

Location: Can Mezzanine, 7-14 Great Dover Street, London SE1 4YR at the time of writing. This may change. Working from home by negotiation.

**Special requirements**

This post is subject to registration with and clearance from the Disclosure & Barring Service. Hours of work may involve some weekends and anti-social hours.

**Job description overleaf.**

**Main responsibilities**

These duties are an indication of the nature of the role and the responsibilities attached to it.

1. **RJ Service coordination**
   1. Work with RJ delivery partners to develop and maintain beneficial working arrangements for Why me? and our volunteer facilitators
   2. Receive and process referrals
   3. Use agreed methods of obtaining relevant case information, maintain secure records in accordance with the Data Protection Act
   4. Ensure all restorative justice activities are risk assessed and that safeguards are in place
   5. Proactively assess service users for suitability to take part in a restorative approach and liaise with relevant agencies, including responsibility for recognising special needs and understanding a suitable response
   6. Provide case supervision for facilitators when required in association with senior leader at Why me?
   7. Allocate cases to volunteers and manage volunteers with support from senior leaders at Why me?
   8. Organise and support volunteers with logistics, such as telephones, travel, expenses.
   9. Accompany RJ volunteers where required and at times to facilitate RJ conferences
   10. Arrange restorative conferences, including access to prisons, booking rooms and providing refreshments (where relevant)
   11. Ensure service users are supported following a restorative approach if required, by liaising with partners such as Probation services and Victim Support.
   12. Produce briefing and analysis of the RJ service performance as required for senior manager and the Board.
   13. Ensure all written and verbal reports are collated and filed securely (and for easy retrieval).
   14. Maintain and update case management records and systems online and offline
   15. Establish and create appropriate documentation and systems to support the service where required.
   16. Organise and run Facilitator Forums
   17. Recruit new RJ facilitators as and when required
   18. Actively promote the Why me? service to offender agencies, victim agencies, Police Forces and to the public as and when time allows
2. **General requirements of the post**
   1. Understand and comply with national and local RJ standards.
   2. Attend training to comply with Why me? standards
   3. Attend and contribute to meetings as required
   4. Monitor and evaluate processes and outcomes to make sure that Why me? standards are adhered to and targets met.
   5. Collaborate closely with colleagues involved in case referral generation and management
   6. Report to line manager on a regular basis.

**Person specification**

|  |  |
| --- | --- |
| 1. | Excellent communication skills, both oral and written. This includes the ability to communicate complex issues effectively, using plain English |
| 3. | Ability to multi-task, including coordinating two areas of delivery including cases and volunteers and working with a wide range of stakeholders. |
| 4. | Ability to use initiative, to work with minimal supervision and to judge when appropriate to seek advice |
| 5. | Experience of using Restorative Justice or approaches to work with people affected by crime |
| 6. | Experience and ability to maintain systems and to use them to report, ideally within a secure and data protected environment |
| 7. | Experience of managing people or projects (staff or volunteers) |
| 8. | An understanding of the key principles underpinning delivery of effective restorative justice services |
| 9. | Experience of working within the criminal justice, victim support or community safety environment |
| 10. | Experience of working collaboratively with external partners to develop a service or product |
| 11. | Hold qualifications in Restorative Justice |
| 12. | Effective IT skills, ability to use Microsoft Office. |

**Restorative Justice Service Coordinator 14 hours/week Salary £32,000 pro-rata.**

**Seeking an experienced and highly organised individual to join the seven part-time staff so that we can maintain and strengthen the charity’s Restorative Service. You will be managing cases from prisons, coming from community referrals and from specific crime types, such as hate crime.**

**You will have responsibility for supervising the casework, using your experience to inform the work and to support the fantastic team of volunteers we have working with us to deliver a world class restorative service.**

**Applications - send in your cv and a covering letter - no more than 2 pages of A4 - which explains how you meet the criteria for the job, to info@why-me.org.**

**Deadline for applications: 3rd September 2019 midnight. Interviews on 10th September.**

**For more information, go to** [**www.why-me.org**](http://www.why-me.org)**.**