

Restorative Justice Development Coordinator

This is an exciting opportunity for a Restorative Justice (RJ) practitioner with experience in different settings, and a passion to develop RJ practice and policy. They will be keen to work at national level to implement and influence policy and practice change. They will be excited about applying their knowledge and skill to our current restorative projects in schools and tackling LGBTQ+ hate crime, and to identify and take forward new projects as they are developed.

Hours: Full time - part time options will be considered.

35 hours per week

Salary: £35,000 - matched pension contribution of up to 5%

Location: Hybrid working, with at least 1 day/week in London office. The post requires flexibility to attend meetings and work from alternative locations as required.

Reporting to: Strategic Programmes Manager

To apply for this role, please send an anonymised CV and cover letter explaining how you meet the person specification and why you are interested in the role, to info@why-me.org by 8am on Thursday 14th of September.

Job Summary

Lead the delivery of key restorative projects

- Develop and deliver against plans for project delivery to make sure that grant agreements and Why me? standards are adhered to and targets met.
- Monitor, evaluate and report against activities and outcomes to meet Why me? and funder reporting requirements.
- Develop and maintain partnerships with relevant agencies and individuals to support project work and promote Restorative Justice.
- Represent Why me? at external events such as funder meetings, network events, and conferences.
- Work with the Communications team to promote project activities and outcomes.
- Identify income generation opportunities and assist in developing proposals.

Deliver and support restorative practice activity

- Identify opportunities for Restorative Justice interventions through the project work.
- Facilitate restorative circles, case-work and awareness sessions, or refer to the RJ Service and monitor progress and learning.
- Recruit and support community ambassadors to promote RJ and Why me?
- Maintain a current understanding of Restorative Justice provision and how it is being deployed locally and nationally.
- Lead on the development of improved Restorative Justice provision through identifying and addressing challenges and opportunities with the Why me? team.
- Identify and produce materials to share learning and evidence from projects, including case studies, to improve policy and practice.
- Understand and comply with national and local RJ standards in relation to personal accreditation and organisational compliance.

To support and deliver Why me?'s training programmes.

- Plan Why me?'s training offer with the Communications and Events Coordinator.
- Ensure Why me?'s training is delivered according to our standards.
- Prepare or assist with the preparation of training and deliver when requested.
- Ensure training materials are maintained and that other trainers understand Why me?'s values, processes and success criteria.
- Assist in the promotion of training.

To assist with other Why me? duties as and when required.

- Contribute to systemic change by working with colleagues to produce policy and communications related to project work.
- Maintain project records and files, including contacts and correspondence.
- Support general team administration and organisational well-being and activities.
- Attend training to comply with Why me? standards.

Person Specification

Experience

- Extensive experience of facilitating Restorative Justice/practice case-work and circles in a variety of settings, such as schools, youth justice, probation, or community settings.
- Leading successful delivery of complex projects, including delivery to time and budget, and monitoring and reporting on outputs and outcomes.
- Working and communicating with people at different levels of seniority and from diverse backgrounds.
- Writing material to support good practice, such as guides, training material and case studies.
- Organising and delivering Restorative Justice training, including production and preparation of course materials.
- Desirable: Experience of generating income to support activity.

Skills

- Strong communicator and presenter both verbally and in writing.
- Excellent interpersonal skills and ability to build strong, trusting relationships.
- Able to influence people.
- Intermediate or advanced restorative skills (RJC Accreditation not necessary).
- Proactive and a good problem solver.
- Well-organised with good time management and prioritisation skills.
- Good team player, flexible and willing to pitch in when required.
- Proficient in Microsoft office, the Google Suite and video calling platforms.

Knowledge

- Up to date on Restorative Justice and practice developments and theory.
- Understanding of the Criminal Justice System.
- Aware of and able to comply with RJ standards.
- Desirable: Knowledge of youth justice and experience of working with children and/or young people.

Values

- Passionate advocate for Restorative Justice.
- Belief in applying restorative practice in the workplace.
- A commitment to equality, diversity and inclusion.
- Commitment to working with people with lived experience.
- Commitment to positive change for people affected by crime and conflict.

Why me? actively promotes equality of opportunity for all and welcomes applications from a wide range of candidates. We strongly encourage applications from Black and minoritised groups who are under-represented on our staff team.

Why me? recognises the contribution that people with criminal records can make as employees or volunteers and welcomes applications from those with a criminal conviction. You will be subject to a DBS check. We select all candidates for interview based on their skills, qualifications and experience. We will put in place measures to ensure that candidates with disabilities and additional needs can access the recruitment process.

We are a very small organisation and don't have the capacity to give feedback to people other than interviewees.

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