

# Restorative Justice Trainer and Service Coordinator

**Salary:** £35,000 pro rata, matched pension contribution of up to 5%.

**Hours:** Four days per week (flexible options considered), 28 hours per week, which must include Thursdays, and may include working outside normal office hours.

**Location:** Hybrid working, ideally with at least 1 day/week in the London office. The post requires flexibility to attend meetings and work from alternative locations as required and will include travel to Solihull and Glasgow.

**Reporting to:** Strategic Programmes Manager

*Interviews will be Tuesday 28th November, in person in our offices near London Bridge. Reasonable travel costs will be paid.*

To apply for this role, please send a CV and cover letter explaining how you meet the person specification and why you are interested in the role, to [info@why-me.org](mailto:info@why-me.org) by 9am on Monday 20th of November. **NB We will only consider applications submitted via [info@why-me.org](mailto:info@why-me.org).**

## Summary

This is an exciting opportunity for an experienced and enthusiastic Restorative Justice (RJ) practitioner and trainer keen to develop and enhance RJ practice nationally. You will need experience of successfully handling a range of cases/conflicts, including complex and sensitive ones, and restorative circles. You will be experienced in and sensitive to the challenges of delivering Restorative Justice equitably and inclusively. You will have delivered training to groups of 12 or more, and have the ability to convince others of the power of RJ.

You will be excited about applying your knowledge and skill to develop practice and support RJ delivery for hate crime and conflict, with a focus on faith hate working in Solihull and Glasgow.

## The Role

### **Lead the delivery and development of restorative practice for projects**

- Work with project partners and Why me? staff to agree and co-ordinate delivery plans
- Deliver training and case work against plans for project delivery to make sure that grant agreements and Why me? standards are adhered to and targets met
- Develop and maintain partnerships with relevant agencies and individuals to support project work and promote Restorative Justice
- Travel to Glasgow, Solihull and other locations as required

### **Run Why me?'s Restorative Justice service**

- Ensure Why me?'s restorative practice leads the way in best and innovative practice
- Handle enquiries, referrals, and co-ordinate, deliver and supervise casework
- Manage and supervise our team of volunteer facilitators
- Develop ways to ensure restorative practice is equitable and inclusive
- Organise and run practice forums
- Ensure the service complies with standards and meets legal requirements
- Keep comprehensive records of cases and the overall service

### **Coordinate and deliver Why me?'s training programmes**

- Plan Why me?'s training offer with the Why me? team
- Liaise with the Communications and Events Coordinator to publicise and deliver
- Prepare or assist with the preparation of training and deliver when requested

- Ensure Why me?'s training is delivered according to our standards.
- Ensure training materials are updated and that other trainers understand Why me?'s values, processes and success criteria
- Ensure our training is equitable and inclusive

## **Publicity and reporting**

- Work with the Communications and Events Coordinator to promote all activities
- Monitor, evaluate and report against activities and outcomes to meet Why me? and funder reporting requirements
- Give presentations and attend meetings to promote RJ and Why me?'s work
- Consider how we reach groups under-represented in Restorative Justice

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

- Work with colleagues to produce policy and communications that reflects learning from project and practice work
- 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, including complex and sensitive case-work and circles in a variety of settings, such as in the community, schools, or probation.
- 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.

## Skills

- Strong communicator and presenter both verbally and in writing.
- Excellent interpersonal skills and ability to build strong, trusting relationships.
- Able to influence people.
- Advanced restorative skills (RJC Accreditation not necessary).
- 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.
- Aware of and able to comply with RJ standards.
- Desirable: Knowledge of hate crime, faith hate and using Restorative Justice to address these.
- Desirable: Understanding of legislation and guidance relating to RJ and Criminal Justice System.

## 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.

The post holder must be willing and able to travel in the UK.

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 and welcomes applications from those with a criminal conviction. We select 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. To apply for this role, please send a CV and cover letter explaining how you meet the person specification and why you are interested in the role, to [info@why-me.org](mailto:info@why-me.org) by 9am on Monday 20th of November. **NB We will only consider applications submitted via [info@why-me.org](mailto:info@why-me.org).**