**Job Description**

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| Job Title: Restorative Justice Officer |
| POSCODE: |
| Grade: SO1 |

**Overall purpose of the job**

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

To contact both children known to the YJS (Youth Justice Service), and those people harmed by their behaviour, to discuss the impact of the offences and to explore the possibility of their involvement in a restorative process. To ascertain the most appropriate way forward for all parties such as shuttle mediation, letters, direct reparation, or restorative meeting. To assess both those who have caused harm and those who have been harmed for their suitability for all such processes and to offer appropriate support to enable their participation. To provide relevant information to YJS Officers and Panel members to inform their planning and intervention. To chair restorative meetings. To raise awareness of restorative processes within the team and contribute to training as required. To contribute to the issue of victim safety within the team through sharing of information. To bring resolutions to people involved in conflict and harm and contribute to reducing re-offending.

**Main accountabilities**

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

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|  | **Main accountabilities** |
|  | To work with those who have been harmed and children who have caused harm to assess their suitability for involvement in restorative processes and interventions. |
|  | To work in partnership with YJS Officers and develop Restorative Justice risk assessments and plans for children and victims. |
|  | To support victims and children to engage in a restorative process, if appropriate. To liaise with victims and give them information regarding court outcomes. |
|  | To facilitate and manage the delivery of restorative meetings between those who have caused harm and those who have been harmed. |
|  | To make appropriate referrals to various external support services for victims. To obtain feedback from those involved in a restorative process to assess their level of satisfaction with the service provided. |
|  | To provide information to YJS Officers about victims as appropriate. Attend and contribute towards safety and harm prevention meetings where appropriate, to support the promotion of safety and reduction of vulnerability of young people and to ensure the safety of victims. |
|  | To participate in the recruitment, training, supervision, and support of Referral Order panel volunteers with a focus upon strong restorative justice practice. To supervise a number of panel volunteers on a regular basis, providing information, guidance, and feedback to assist them in running panels and enhancing the volunteer experience. |
|  | To maintain appropriate records relating to victim and children contact sessions and Restorative Justice Team referrals and caseload. To keep victims informed of the progress of children as appropriate |
|  | To attend Referral Order Panels and Restorative Conferences to facilitate and support victims and children |
| 10.   | Demonstrate an awareness and understanding of equality, diversity, and inclusion.    |
| 11.  | Ability to contribute to our commitment of becoming a Net Zero organisation by 2030.    |
| 12.  | **Safeguarding commitment** *(Include for roles involving work with children/vulnerable adults)* We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults.  We require you to understand and demonstrate this commitment.   |

**Person Specification**

**Qualifications, knowledge, skills, and experience**

Minimum level of qualifications required for this job

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| Qualifications Required | **Subject** | **Essential/****Desirable** |
| NVQ level 3 or level 4 Diploma, Certificate in Effective Practice, recognised Restorative Justice Training or equivalent |  | Essential |
| Relevant professional Qualification, Dip SW, Probation Diploma, Foundation Degree in Youth Justice or equivalent |  | Desirable |
|  |  |  |

Minimum levels of knowledge, skills and experience required for this job

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| --- | --- | --- |
| Identify  | Describe | Essential/Desirable |
| **Knowledge** |  |  |
| Criminal Justice | Good working knowledge of relevant legislation and guidance relating to victims of crime | Essential |
| Criminal Justice System policy | Understanding of criminal justice policy and practice and guidelines in relation to Youth Justice | Desirable |
| Restorative Justice | Understanding of key aspects of Restorative Justice and restorative approaches | Essential |
| **Skills** |  |  |
| Travel | Ability and willingness to travel across the county, and work with victims and children in their homes, at times outside core hours | Essential |
| Communication | Ability to communicate effectively at all levels and through all mediums and work closely within a team | Essential |
| Decision making | Ability to take an objective overview in order to make a decision | Essential |
| Effective use of IT and electronic case management | Ability to maintain records, use spreadsheets, calendars, and other IT systems | Essential |
| Work within guidelines | Ability to maintain compliance with appropriate policy, procedures, and operational instructions by supervisor | Essential |
| Work to deadlines | Ability to ensure workload is managed within timescales and work throughput systems are maintained and accountable | Essential |
| **Experience** | Give an idea of the type and level of experience required **do not** specify years of experience.  |  |
| Work with victims and/or children and young people | Experience in working with victims and an understanding of the impact of crime, or experience working with children and young people in youth justice, social care, or a youth work setting | Essential |
| Experience of restorative approaches | Direct experience of working with restorative justice approaches | Desirable |
|  | Previous experience as a victim officer or Restorative Justice Officer | Desirable |
| Equality, Diversity, and Inclusion (applies to all roles).  | Ability to demonstrate awareness and understanding of equality, diversity, and inclusion and how this applies to this role.    | Essential  |
| Net Zero (applies to all roles).  | Ability to contribute towards our commitment of becoming a net zero organisation.    | Essential  |
| Safeguarding (applies to all roles working with children/vulnerable adults)  | Demonstrate an understanding of the safe working practices that apply to this role.  Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.    | Essential   |

**Disclosure level**

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| --- | --- | --- |
| What disclosure level is required for this post? | None | Standard |
| Enhanced | Enhanced with barred list checks yes |

**Work type**

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| --- | --- | --- | --- | --- | --- |
| What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid) | Fixed  | HybridYes  | Field | Remote | Mobile |