

ROLE PROFILE

Job Title	Victim Liaison & Restorative Justice Co-ordinator
Barnet Band & scale range	Grade I
Reports to	Operational Team Manager - Youth Offending Service
Service area	Youth Offending Service
No. of staff responsible for	None
Budget responsibility (£)	None

Purpose of Job

- The local authority has a statutory responsibility to provide a Youth Offending Service (YOS) in line with the Crime and Disorder Act 1998, which requires each area to have a team of staff, including those seconded from different agencies, working together to prevent offending by children and young people.
- The YOS aims to prevent crime and the fear of crime by ensuring that services are targeted at children and young people at high risk of offending, and meet the needs of victims and communities.
- The purpose of the job is to co-ordinate the Youth Offending Service's engagement with victims and to organise a range of restorative and other interventions for young offenders, the victims of their crimes and the wider community in the Barnet area.

Key accountabilities

- To initiate consistent and high quality contact with victims of crimes committed by young offenders and to co-ordinate their engagement with the Youth Offending Service.
- To undertake assessments of victims needs in accordance with effective practice guidelines to ascertain the appropriate level of intervention required
- To work with young people who have offended, their families and with victims promoting restorative justice interventions with a view to delivering direct or indirect reparation

- To directly facilitate restorative conferences and victim/offender mediation sessions
- To liaise with Victim Support and other key partners in the development and delivery of reparation, mediation and other interventions
- To identify, risk assess and set up appropriate opportunities for direct or community restorative interventions
- To ascertain victim satisfaction with the service provided to them in line with agreed targets.
- To monitor victim performance ensuring the service meets agreed targets.
- To support the team by delivering individual and group interventions with young people who have offended as required.
- To maintain essential electronic records, provide reports and carry out other administrative duties as required.
- To follow procedures and protocols to ensure the health and safety of victims, young people, volunteers and colleagues
- To keep up to date with practice developments and legislative change relating to restorative justice and to be able to respond accordingly.
- To advise line manager or senior staff of any concerns relating to the safety or protection of children and to attend meetings, case conferences and reviews.
- To be responsible for the co-ordination, training, supervision and support of RJ facilitators
- To provide information on RJ principles and promote the development of these within the Youth Offending Team and with partnership agencies.
- To participate in and contribute to the monitoring and evaluation of the work of the Youth Offending Service.
- To represent and promote the Youth Offending Service to other agencies and individuals and provide reliable, accurate and timely information.
- To undertake and participate in training and development as agreed with the manager in order to achieve own development and to maintain core professional registration if applicable
- To participate in supervision and appraisal according to agency policy and procedure.

General

- Operate within the Council's financial regulations, budgetary framework and the service's delegated powers to minimise the risk of a breach and ensure that the service delivers value for money.
- Ensure all financial transactions actioned are recorded and accounted for to the standards required.
- Maintain accurate, up to date, evidence-based records of all young people in contact with the Service using an electronic case management system (Careworks)
- To participate in the collation of statistical data returns for the Youth Justice Board and as required by others.
- To keep up to date with changes in legislation and developments in practice relating to the Youth Offending Service and to be able to respond accordingly.
- To adhere to health and safety requirements and regulations as appropriate to the post
- To work within the principles of "Working together to safeguard children" and the Pan London Child Protection Procedures in relation to safeguarding young people.
- To participate in regular, formal supervision and appraisal according to policy and procedure and carry out necessary action to achieve own development.
- To maintain up to date core professional social work training and development (for GSCC registered staff).
- To undertake and participate in training and development as agreed with the team manager.
- This post may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager.
- The post holder may be required to work outside normal office hours including evenings, weekends and Bank Holidays.
- Be committed to the Council's core values of public service, quality, equality and empowerment.
- To ensure that sharp customer care focus is maintained to the agreed standards according to the council's values, policies and guidance.
- To ensure that a high level of confidentiality is maintained in all aspects of work, whilst facilitating the storing and sharing of information in line with the Data Protection Act 1998 and the Crime and Disorder Act 1998.

- To ensure that the Council is appropriately represented to a high professional standard and its values upheld in public arenas
- This job description is not exhaustive and may change as the post or the needs of the Council develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.
- Work with a degree of flexibility required to perform work not specifically referred to above although falling within the scope of the post at the appropriate grade.

Health and Safety

- Ensure safe and efficient delivery of service by achieving high standards of health and safety and reducing risk.

The Council's Commitment to Equality

- Deliver the council's commitment to equality of opportunity both in the provision of services and as an employer. Promote equality in the work place and in the services the council delivers.

PERSON SPECIFICATION

	Level required
Professional qualifications / memberships	Must hold registration with Health and Care Professional Council (HCPC)
Education / Occupational qualification	Up to A Level standard Relevant Degree CQSW/DiPSW qualification or equivalent professional qualification in the field of Social work, Probation, Police, Youth and Community, Health or Education
Other	Must have a satisfactory DBS outcome

Knowledge and Experience

- Experience of working directly with young people and their families across all equalities issues
- Experience of working with victims of crime or with mediation / reparation schemes

Competencies and Special aptitudes

- Ability to engage and communicate effectively with victims, young people and their families

- Ability to empathise, negotiate and mediate with victims, children and young people and their families and colleagues
- Ability to take forward a Programme from planning through to development and implementation
- Ability to plan work schedule and organise and manage own time effectively
- Ability to work effectively in a team Effective facilitation and advocacy skills.
- Ability to carry out effective offender/victim assessments and restorative conferences.
- Ability to use ICT
- Excellent verbal and written skills with a wide range of diverse people including young people, their carers, other professionals and agencies
- Ability to produce and present clear, concise and accurate reports and statistical information
- Ability to differentiate clearly between personal and professional roles.
- Ability to operate flexibly but appropriately in emerging situations
- Ability to develop a wide range of constructive and positive contacts with victims, parents and carers, young people, professionals and volunteers

Personal Effectiveness Competencies

- Demonstrates integrity in dealing with others and the capacity to maintain effective functioning when working under pressure faced with difficult situations and people.
- Demonstrates understanding of their own motivation, impact of personal experiences and capacity for insight reflection and development.
- Uses authority, power and control to provide direction and build the capacity of others.
- Promotes Barnet's Duty of Care to safeguard children.
- Works co-operatively and purposefully in teams

Knowledge relevant to job

- Knowledge of key Criminal Justice legislation particularly the 1998 Crime and Disorder Act relating to children and young people
- Knowledge of the Youth Justice System

- Knowledge of restorative justice theory and practice
- Knowledge of the diverse needs of socially excluded children and their families
- Knowledge and understanding of child development and child protection legislation.
- Knowledge of how crime affects victims and communities

Training

- Equal opportunity issues Restorative Justice
- Direct work with children/young people Child Protection I Safeguarding Children

Special job requirements

- Hold a valid current UK driving licence Willingness to work evenings and weekends when necessary
- Ability and willingness to travel to meetings quickly and sometimes at short notice
- Ability to work with data protection and confidentiality policies.