

**Role Profile**

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|----------------------|-------------------------------------------------------------|
| <b>Job Title:</b>    | <b>Referral Order, Reparation and Volunteer Coordinator</b> |
| <b>Location:</b>     | <b>Colindale</b>                                            |
| <b>Department:</b>   | <b>Children's Service, Youth Justice Service</b>            |
| <b>Directorate:</b>  | <b>Families</b>                                             |
| <b>Grade:</b>        | <b>H</b>                                                    |
| <b>Salary Range:</b> | <b>£39,276 - £42,771</b>                                    |
| <b>Reports to:</b>   | <b>Youth Justice Operational Manager</b>                    |

**1. Job Purpose:**

- To administer the statutory Referral Order process in line with Youth Justice Board guidance and legislation.
- To coordinate the recruitment, training, support and deployment of volunteers working with the Youth Justice Service in a variety of roles including referral order panel members, reparation supervisors and intensive supervision and support volunteers.
- To source and conduct health and safety assessments of reparation projects.
- To coordinate and supervise volunteer activity in reparation projects.

**2. Key accountabilities:**

- To recruit, train, supervise and support the volunteer community panel members.
- To recruit, train, appraise and support volunteers working in other areas of the Youth Justice Service.
- To ensure that the victim perspective is embedded throughout the Service.
- To increase the numbers engaging in restorative justice conferences.
- To have oversight and administrative responsibility for the efficient operation of the Referral Order process ensuring full compliance with statutory requirements.
- To manage the development and deployment of volunteering across the service.
- To convene and coordinate Youth Offender Panels within statutory timescales.
- To organise community-based venues and maintain systems for the efficient organisation of the Panels including arrangement of transport or interpreters if required.
- To liaise with youth justice service officers to facilitate preparation of reports for Panel Meetings.
- To ensure the views and wishes of victims are taken into account during the referral order process facilitating their attendance at panel meetings as much as possible.
- To assist the Panel in drawing up the Referral Order contract which will require attendance at Panel Meetings.
- To source and conduct health and safety assessments of reparation projects.
- To coordinate and supervise volunteer activity in reparation projects.

- Ensure volunteers are regularly supervised and provided with the opportunity to shape service developments.

## **Change and Improvement:**

- To keep abreast of new legislation, guidance and regulations and to incorporate into practice.
- To monitor the service to ensure Referral Orders are delivered in a manner, which is inclusive, non-discriminatory and is underpinned by the principles of restorative justice.
- To contribute to the monitoring and evaluation of outcomes.

## **3. Financial Responsibilities:**

- To work at all times within the Council's financial regulations and the service's delegated powers.
- To ensure all financial transactions are fully written up and accounted for.

## **4. Health and Safety Responsibilities:**

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements.
- Complete mandatory health and safety training.
- Follow safe systems of work and use devices/guards provided for safety.
- Wear/use personal protection equipment where issued and instructed to do so, including lone working devices.
- Report any Accident/Incidents/Hazards.
- Take care of your own and other's safety, health and wellbeing.

## **5. Promotion of Corporate Values**

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

**C**aring / **L**earning to Improve / **I**nclusive / **C**ollaboration

## **6. Flexibility**

In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

## **7. The Council's Commitment to Equality**

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

## PERSON SPECIFICATION

|                      |                                                             |
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| <b>Location:</b>     | <b>Colindale</b>                                            |
| <b>Directorate:</b>  | <b>Families</b>                                             |
| <b>Grade:</b>        | <b>H</b>                                                    |
| <b>Salary Range:</b> | <b>£38,058 - £41,442</b>                                    |
| <b>Reports to:</b>   | <b>Youth Justice Operational Manager</b>                    |

| <b>Criteria</b>                                                                                                                                                                                                  | <b>Essential/Desirable</b> | <b>Assessed by:</b>   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-----------------------|
| <b>Professional Membership/Qualification</b>                                                                                                                                                                     |                            |                       |
| A recognised professional qualification relating to youth work, youth justice, social work, probation, police or health.                                                                                         | Essential                  | Application           |
| 2 years' experience of working with children and families in a youth offending service setting.                                                                                                                  | Essential                  | Application           |
| A standard of literacy, numeracy and communication skills, at least equivalent to 2 A-levels A*– C grades.                                                                                                       | Essential                  | Application           |
| <b>Experience &amp; Knowledge</b>                                                                                                                                                                                |                            |                       |
| Experience of using an electronic case management system such as Childview.                                                                                                                                      | Essential                  | Application           |
| Knowledge of the legislation, guidance, government policy and research governing the work of the Youth Justice Service and in particular that which relates to the administration of the Referral Order process. | Essential                  | Application/Interview |
| <b>Skill &amp; Ability</b>                                                                                                                                                                                       |                            |                       |
| Competent user of Microsoft Word, Excel, PowerPoint, Outlook, and secure email.                                                                                                                                  | Essential                  | Application/Interview |
| Write fluently and succinctly using appropriate style.                                                                                                                                                           | Essential                  | Application           |
| Present ideas and views with confidence and clarity.                                                                                                                                                             | Essential                  | Interview             |
| Actively promote a culture that values equality and diversity.                                                                                                                                                   | Essential                  | Interview             |
| <b>Caring</b>                                                                                                                                                                                                    |                            |                       |
| Integrity - I work with candidates and colleagues in a way that builds trust.                                                                                                                                    | Essential                  | Interview             |

|                                                                                                                                                                                                                                        |           |           |
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| Empathy - I say "thank you" and "well done" where appropriate, and take time to 'check in' to see if the people I work with are ok                                                                                                     | Essential | Interview |
| Support - I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt                                                                                                          | Essential | Interview |
| <b>Learning to Improve</b>                                                                                                                                                                                                             |           |           |
| Insight - I regularly rely on evidence and professional standards to support my work and decision making.                                                                                                                              | Essential | Interview |
| Agile - I am fully empowered to act within the scope of my role                                                                                                                                                                        | Essential | Interview |
| Growth Mindset - I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can                                                                         | Essential | Interview |
| <b>Inclusive</b>                                                                                                                                                                                                                       |           |           |
| Personal Responsibility - I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding                                                                       | Essential | Interview |
| Engage with discomfort - I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others                                                             | Essential | Interview |
| Champion Diversity - I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.    | Essential | Interview |
| <b>Collaborative</b>                                                                                                                                                                                                                   |           |           |
| One Team - I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others | Essential | Interview |
| Accountable - I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet                                                                                  | Essential | Interview |
| Outcomes Focused - I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards                                                                                  | Essential | Interview |