# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

**JOB TITLE:** Restorative Justice Worker

## DEPARTMENT: Children’s Services

# LOCATION: Countywide

**GRADE:** [East Sussex Single Status Grade 8](https://www.eastsussex.gov.uk/jobs/benefits/east-sussex-single-status)

# RESPONSIBLE TO: Restorative Justice (RJ) and Volunteer Coordinator

# Purpose of the Role:

The Youth Justice Service (YJS) works with children, aged between 10 and 18 years, referred from the Police or from court to assess their offending behaviour and work to prevent their likelihood of reoffending.

The service works in partnership with a variety of agencies to ensure children are offered appropriate intervention to address their risks, meet their needs and build on their strengths. Further, the service seeks to enable children to repair the harm caused to victims and communities.

The Restorative Justice Team communicate with the victims of offences committed by children to offer and facilitate the opportunity to be involved in the restorative justice process.

As a Restorative Justice Worker, you will be passionate about giving a voice to victims of youth crime and creating opportunities for children involved in the youth justice system to repair the harm caused by their offending behaviour. You will have responsibility for supporting the RJ & Volunteer Coordinator to coordinate the offer and delivery of all restorative processes to victims linked to youth crime, including supporting the facilitation of restorative justice conferences.

You will need to be confident in your ability to communicate with victims of crime, both via telephone and in person, to facilitate restorative conversations. You will be able to respond to challenging and complex behaviour in a calm, sensitive manner, whilst supporting victims through the process.

You will be able to develop relationships with YJS colleagues and with multi-agency partners, including Police and Children’s Services, to advise and support restorative processes and raise awareness of restorative practice.

You will need to be able to travel independently around the county to visit relevant sites and establishments, and also to work flexibly in order to meet the needs of children, families, victims and the service.

# Key tasks:

1. To undertake the administrative processes involved in contacting victims of youth crime.
2. To make initial contact with victims of youth crime.
3. To promote restorative processes to victims of youth crime.
4. To facilitate indirect restorative approaches.
5. To support the RJ & Volunteer Coordinator with direct restorative processes.
6. To act as the central point of contact for victims.
7. To provide regular updates to victims, as appropriate.
8. To maintain accurate records, using the YJS central database system.
9. To analyse and interpret data to produce quantative and qualitative reports, as required.
10. To work flexibly to meet the needs of children, including working evenings.
11. To undertake available training opportunities and show a commitment to continuous development, to maximise your potential and ensure the efficient and effective delivery of County Council services.
12. Undertake any other tasks commensurate with the grading of the post.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

# EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

# Essential key skills and abilities

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| These criteria will be assessed at the application and interview stage  |
| * Understanding of restorative justice and community reparation in the context of youth justice.
* Understanding of restorative practice and approaches.
* Excellent advisory, negotiation and persuasion skills.
* Ability to act in an appropriate manner, with discretion, whilst hearing confidential, sensitive or disturbing information.
* Good organisational, interpersonal and verbal communication skills.
* Good assessment skills and be able to respond independently and effectively to resolve problems and situations as they arise.
* Ability to relate effectively to children and victims.
* Ability to work constructively with colleagues and other teams/agencies.
* Ability to keep up to date records and prepare reports to a good standard.
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# Essential education and qualifications.

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| These criteria will be evidenced via certificates, or at interview  |
| * QCF level 2 qualification in English and Mathematics.
* QCF level 3 qualification in a relevant subject, for example psychology, child/social care, youth work or criminology, or equivalent demonstrable experience of working within these fields with a good theoretical, practical and procedural knowledge of the theory and principles of restorative justice.
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# Essential knowledge

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| These criteria will be assessed at the application and interview stage  |
| * Awareness of diversity and equality issues and how these can impact on children.
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# Essential experience

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| These criteria will be assessed at the application and interview stage  |
| * Experience of working with children to develop positive outcomes from working with them.
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# Desirable experience

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| These criteria will be assessed at the application and interview stage  |
| * Experience of working with multi-agencies.
* Experience of working or volunteering in youth justice services, schools or residential establishments.
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# Other essential criteria

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| These criteria will be assessed at the application and interview stage  |
| * Empathy with the needs of victims and children.
* A positive commitment to embedding restorative practice within the YJS.
* Ability to challenge and deal with confrontation.
* Ability to work on own initiative.
* Clean full UK driving licence.
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**Date (drawn up):** July 2022

**Name of Officer(s) drawing up person specifications:** Helen Sanderson & Michaela Furlong

**Job Evaluation Reference:** 12795

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | Yes |
| Occupational Driving | Yes |
| Lone Working | Yes |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | Yes |
| Using power tools | Yes |
| Exposure to noise and /or vibration | Yes |
| Food handling | Yes |
| Exposure to blood /body fluids | No |