

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Restorative Practice Coordinator

Vacancy ID: 009413

Salary: £26,470 - £29,055 Annually

Closing Date: 28/10/2018

Benefits & Grade

Grade J

Contract Details

Permanent

Contract Hours

37 hours per week

Disclosure

The successful applicant will be subject to an Enhanced DBS check

Interview Date

Week commencing 05/11/2018

Job Description

We are seeking an enthusiastic and skilled restorative practitioner to join the Youth Offending and Targeted Support service in Stockton-on-Tees. You will have significant experience of delivering restorative approaches and interventions, including victim-offender mediation processes. This post is critical to the effective innovation, design and delivery of services to repair harm and restore relationships. You will have excellent communication and interpersonal skills and the ability to engage children, young people, families and victims in restorative processes. You will also have a sound understanding of children's legislation and safeguarding, and of early help and prevention frameworks.

You will be expected to be a team player and able to work across agency boundaries. As part of an evolving Early Help service, you will be flexible and adaptable to organisational change.

Due to the role requiring frequent travel between venues across the borough, a full driving licence and access to a motor vehicle is required for this role.


For detailed information on this role, please refer to the Job Description and Person Specification.

Please ensure you refer to the essential and desirable criteria detailed in the Person Specification when completing your application as they are used to select candidates for interview.

For a further informal discussion, please contact Akram Hussain, YOT & Targeted Support Resource Team Manager, on 01642 527597.

An online application form and further information is available from www.stockton.gov.uk/job-vacancies/. Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Children's Services		Service Area: Youth Direction	
JOB TITLE: Restorative Practice Coordinator			
GRADE: J			
REPORTING TO: Targeted Support Team Resources Manager			
1.	JOB SUMMARY: <ul style="list-style-type: none"> To support the innovation, design and delivery of restorative approaches and family conferencing by the YOT and targeted support services, including victim liaison. Monitoring performance against objectives and outcomes in the Youth Justice Plan and early help framework. To champion and embed restorative approaches across services 		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	To design, develop and deliver restorative approaches for young people, families, victims, schools, LAC provision and local communities, in order to repair harm and restore relationships. To champion the use of restorative approaches across a range of service areas and deliver training to others.	
	2.	To support the coordination and delivery of victim liaison and engagement in youth justice activity. Ensure compliance with statutory requirements, including the Victim Code of Practice.	
	3.	To design, develop and deliver Family Conferences in respect of young people and their families. To coordinate and deliver all aspects of the process, from referral and preparation, through to managing the conference itself and beyond, as necessary including review conferences.	
	4.	To ensure that all restorative and mediation activities are risk assessed and appropriate safeguards are in place. To provide information and structured support to all the participants of restorative activities.	
	5.	To support the design and delivery of individualised restorative justice interventions as requested by YOT Officers / Panel Volunteers. To deliver victim awareness sessions to young people, as required.	
	6.	To support the development, delivery and implementation of restorative approaches across the wider Early Help Service under management guidance.	
	7.	To deliver services in a flexible and accessible manner including evening and weekend work as required to meet the needs of the service and service users.	
	8.	To undertake such training and development as may be deemed necessary to meet the duties and responsibilities of the post. Support the training and development of staff as required, including shadowing opportunities to new staff.	

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade of J using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Description dated 01/11/2016

PERSON SPECIFICATION

Job Title/Grade	Restorative Practice Coordinator	Grade J
Directorate / Service Area	Children's Services	Youth Direction
Post Ref:	31505	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> • Educated to NQF level 4 or equivalent in a directly relevant subject e.g. Social Work, Probation, Youth Justice or the equivalent demonstrable level of knowledge gained through directly relevant work related experience • Evidence of continuing professional development 	<ul style="list-style-type: none"> • Graduate / Professional qualifications in restorative justice 	Application form
Experience	<ul style="list-style-type: none"> • Experience of working with young people at risk / in need • Significant experience of delivering restorative approaches and interventions, including victim-offender mediation processes • Working knowledge of children's legislation, early help and prevention frameworks • Maintaining accurate and timely case records and information 	<ul style="list-style-type: none"> • Restorative Justice Council approved "Train the Trainer" accreditation • Family Group Conferences • Working knowledge of youth justice 	Application / Interview
Skills	<ul style="list-style-type: none"> • Excellent communication skills • Interpersonal and negotiation skills • Ability to engage young people, families and victims in restorative processes, ie direct and indirect mediation, family group conferences • ICT skills, use of standard Microsoft packages and email • Good organisational skills and ability to plan and prioritise own workload • The ability to evidence 		Application / Interview

	<p>knowledge and understanding of adolescent behaviour and family dynamics</p> <ul style="list-style-type: none"> • Sensitivity and appreciation of the diverse needs of participant in a restorative process • Assessing and managing risk 		
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement. • Adaptable and flexible, working in a fast changing environment • Initiative • A commitment to anti-discriminatory practice. 		Application / Interview
Other requirements	<ul style="list-style-type: none"> • Ability to work flexible hours including evenings and weekends • Due to the role requiring frequent travel between venues across the borough, a full driving licence and access to a motor vehicle is required for this role. • Enhanced DBS 		Application / Interview

Person Specification dated 01/11/2016

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.