Reparation & Unpaid Work Coordinator

Reports to: Team Manager
Direct reports: None

Evaluation: **447** points
Grade: **N5**
Reference: **A5352**

Purpose

To hold responsibility for the effective delivery of the Reparation and Unpaid Work Programme in accordance with the Unpaid Work for young people guidance. To facilitate the delivery of group work programmes as applicable to the role in line with restorative approaches and Newcastle's Family Valued Approaches

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. To hold responsibility for overseeing individual and group-based reparation (direct and in-direct) and unpaid work activities (using restorative approaches) ensuring that risk and safety and wellbeing is effectively managed at all times.

2. To hold responsibility for the organisation and placement of children on reparation and unpaid work activities taking into account individual needs while embedding AQA and active citizenship, engaging creatively with children to ensure good outcomes in terms of behaviour and compliance.

3. To facilitate group work programmes and to work flexibly including evening and weekends supporting and supervising children engaged in reparation and unpaid work activities.

4. To record in a timely manner (in line with National Standards) on the Youth Justice Service case management system and to communicate children engagement, participation and compliance with colleagues.

5. To ensure the child's safety by carrying out dynamic risk assessments on new and existing projects and reviewing these according to the Council's regulation and guidance and to ensure the safety and wellbeing of Young People, staff and the public is prioritised at all times

6. To continually review and evaluate the effectiveness of reparation and unpaid work projects using information from children, colleagues and others and to strive for improved quality and service delivery and provide written and statistical reports as and when required.

7. To work collaboratively with children, young people and partner agencies to maintain existing projects and to develop new projects to meet the needs of the service within the local community.

8. To take responsibility for petty cash and to reimburse young people for travel and other reasonable expenses where appropriate

9. Work within a performance management framework, achieving outcomes identified through performance indicator in the service area.

10. To promote and implement our *Diversity, Equality, Equity, and Accessibility* policy in all aspects of your employment.

11. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.