



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

JOB DESCRIPTION

POST TITLE: Restorative Justice Officer

GRADE: Band 6

RESPONSIBLE TO: Senior Practitioner

RESPONSIBLE FOR:

Overall Objectives of the Post:

To support the innovation, design and delivery of restorative approaches and family conferencing by the Youth Justice Service, 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.

Key Tasks of the Post:

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 YJS 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 meeting the needs of the service and service users.

GENERAL:

Workforce Culture and supporting behaviours and Code of Conduct

The post holder is required to carry out the duties in accordance with the South Tyneside Council culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

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 South Tyneside Council.

Policies and Procedures

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

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: SC/CL

Date: 1.11.19