

PERSON SPECIFICATION

Job title	Criminal Justice Community Coach
Hours	37.5hrs hours a week
Reports	Criminal Justice Service Manager

Evidence of meeting the selection criteria will be assessed via: application(A) interview/exercise(IE) or during probation period(P)	A	IE	P
The person will have the following qualifications, knowledge, experience, skills and abilities:			
<ul style="list-style-type: none"> Relevant degree or professional qualification (NVQ level 4 minimum) in a related field (e.g. Criminology, Management, Probation, Health Care, Social Work, equivalent overseas qualification). 	X	X	X
<ul style="list-style-type: none"> Experience of working with socially excluded adults. 	X	X	X
<ul style="list-style-type: none"> Experience of developing and maintaining partnerships and professional relationships with agencies in voluntary, private and public sectors. 	X	X	X
<ul style="list-style-type: none"> Experience of working to set policies and procedures. 	X	X	X
<ul style="list-style-type: none"> Experience of working in an environment that requires confidentiality. 	X	X	X
<ul style="list-style-type: none"> Experience of working in an environment that is health and safety conscious. 	X	X	X
<ul style="list-style-type: none"> Excellent interpersonal skills; ability to recognise and respond appropriately to situations requiring tactful or diplomatic handling. 	X	X	X
<ul style="list-style-type: none"> Assessment, Care Planning and Risk Assessment Skills. 	X	X	X
<ul style="list-style-type: none"> Ability/experience of maintaining clear professional boundaries. 	X	X	X
<ul style="list-style-type: none"> Ability to work creatively to motivate and support individuals. 	X	X	X
<ul style="list-style-type: none"> Understanding of trauma informed and trauma responsive practice. 	X	X	X
<ul style="list-style-type: none"> Knowledge of the causes of multiple exclusion and gender bias within Criminal Justice System. 	X	X	X
<ul style="list-style-type: none"> Ability to work within a busy environment, managing broad demands. 	X	X	X
<ul style="list-style-type: none"> Able to build rapport, and develop relationships with internal and external stakeholders at all levels. 	X	X	X
<ul style="list-style-type: none"> Computer Literate [Outlook, Word, Excel, PowerPoint]. 	X	X	X

