

## 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)		IE	Р		
The person will have the following qualifications, knowledge, experience, skills and abilities:					
<ul> <li>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).</li> </ul>		х	Х		
Experience of working with socially excluded adults.	х	х	Х		
<ul> <li>Experience of developing and maintaining partnerships and professional relationships with agencies in voluntary, private and public sectors.</li> </ul>	x	х	х		
Experience of working to set policies and procedures.	X	Х	Х		
Experience of working in an environment that requires confidentiality.	x	х	х		
Experience of working in an environment that is health and safety conscious.	х	х	Х		
<ul> <li>Excellent interpersonal skills; ability to recognise and respond appropriately to situations requiring tactful or diplomatic handling.</li> </ul>	x	х	Х		
Assessment, Care Planning and Risk Assessment Skills.	Х	Х	Х		
Ability/experience of maintaining clear professional boundaries.	X	Х	Х		
Ability to work creatively to motivate and support individuals.	X	Х	Х		
Understanding of trauma informed and trauma responsive practice.	x	х	Х		
<ul> <li>Knowledge of the causes of multiple exclusion and gender bias within Criminal Justice System.</li> </ul>	x	х	х		
Ability to work within a busy environment, managing broad demands.	х	х	х		
<ul> <li>Able to build rapport, and develop relationships with internal and external stakeholders at all levels.</li> </ul>	x	Х	Х		
Computer Literate [Outlook, Word, Excel, PowerPoint].	X	х	x		

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•	Good organisational skills.	Х	Х	Х
•	Commitment to the values of A Way Out.	Х	Х	Х
•	Commitment to detail, ensuring all work is accurate, concise and understandable.	X	X X	X X
•	Commitment to equality and diversity.	^	^	^
•	Understanding of how to work within professional boundaries.	Х	Х	Х
•	Willing to work in cooperation with team members.	Х	Х	Х
•	Willing to work flexibly within their role.	Х	Х	Х
•	Emotionally resilient, with good self-care and self-awareness.	Х	Х	Х
•	Passion to support people to build on their assets and avoid re-offending .	Х	Х	Х
•	Excellent Interpersonal skills that enable you to work with people at all levels, motivate others and change people's attitudes when necessary.	Х	Х	X
•	Experience of the development of new programme and learning materials.	Х	Х	Х
•	Experience of the evaluation and development of learning and programme materials.	X	X	Х
•	Creativity and ability to adapt and develop methods of learning that inspire and engage.	х	Х	х
•	Knowledge of criminal justice system and methods of effective practice.	Х	Х	Х
•	Highly motivated, and good understanding of the principles of Outreach working.	Х	Х	Х
•	Full UK Drivers licence, and use of a car and willingness to transport Service Users (Covid allowing).	Х		Х
•	Commitment to ongoing personal, and professional development .	х	х	Х
•	Has security clearance to work in prison, or be able to meet the requirements of this.	Х	X	Х
The following would be desirable:				
•	Experience of working with people with multiple and complex needs.	Х	Х	Х
•	Experience of working within the Criminal Justice System	Х	Х	Х
•	Experience of delivering group work.	,	,	,
•	Experience of working with families.	X	X	X