



## REMEDI JOB DESCRIPTION - ADMINISTRATOR

### PROFILE

You will be working 20 hours per week in the Restorative Justice Hub based at Derbyshire Police Headquarters in Ripley, providing administrative services as directed by the Remedi Manager. You will be the central point of contact for Restorative Justice referrals and enquires across Derbyshire and will involve:

- Undertaking direct correspondence with service users when required.
- Liaising with partner agencies such as Derbyshire Police and Witness Care to access the relevant information, adhering to GDPR policies and procedures at all times.
- Receiving, triaging, inputting and allocating Restorative Justice referrals, complying with all Remedi and partner agency case recording systems ensuring they are kept up to date and are accurate.
- Providing administrative support to the wider team, both individually and attendance at internal and external meetings to produce accurate minutes and actions.
- Providing the Remedi Manager with statistical information and producing reports when requested.
- You will be required to undertake any other task, commensurate with the position, as identified by the local Remedi Manager.

### The skills and qualities you will need to do the job well are:

**Communication** – Good communication skills with service users are a must as you will be listening and responding to what is being said to enable individuals to feel supported and valued. As well as discussing the Restorative processes, it may also involve signposting to other services for support. The ability to communicate in a clear, timely fashion (verbally and in writing) with partner agencies is also required.

**Flexibility** – You will be based in the Restorative Justice Hub at Derbyshire Police Headquarters Monday – Friday however, there will be some degree of flexibility regarding working hours which will be agreed with the Remedi Manager to ensure the needs of the service are being met.

**Motivation** – An ability to work on your own initiative and identify areas of work which can be streamlined for a more effective service is essential. Often you will be the only Remedi staff member based within the Restorative Justice Hub, therefore this is an expectation you will promote and raise awareness of the service positively at all times.

**IT Capable** – it is essential that you are proficient in using:

- Email
- Electronic calendars
- Word
- Excel
- MS Teams/Zoom

**Safety** – We want you to work safely in all aspects of the role- health and safety, safeguarding for all concerned, data protection, risk assessment etc. Full training will be provided in all of these aspects and we will be looking for someone committed to achieving high standards in regard to all of these issues.

## **WHAT TO EXPECT**

The role is based in Derbyshire but you will be asked to travel to other areas in which Remedi occupy for training and staff development purposes. Expenses are fully covered but you will need to drive and have access to your own vehicle.

### **We will provide:**

- Full Training
- IT equipment where required
- Line management support and guidance
- The role requires DBS and Level 2 Police Vetting - please note the vetting process can take up to 12 weeks.
- Starting salary £17,401 pa pro rata rising to £17,763 at the end of Year 2 in role
- 6% employer pension contribution
- 25 days leave per annum plus bank holidays (pro rata)