

**Employment Application Form**

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| **Post applied for** | **Restorative Standards Officer** |
| **Personal Details**  |
| **Title** |  |
| **First Name** |  | **Surname**  |  |
| **Address** |  |
|  |
|  | **Postcode** |  |
| **Phone** |  |
| **Email** |  |

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| **Employment History** |
| **Employer** | **Position** | **Dates** | **Skills and experience gained** |
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| **Qualifications (academic/professional)** |
| **Dates (from/til)** | **Name of school/college/university/training provider** | **Qualification** | **Grade/result** |
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| **Details of any relevant training (including short courses)** |
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| **Essential Criteria**  |
| Please use the space below to tell us about your skills and experience and provide examples to demonstrate how you meet each of the essential criteria.  |
| **Supporting statement** |
| ***A minimum of 3+ years’ experience of working as a practitioner, coordinator or consultant in the restorative practice field*** |
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| ***An understanding of standards, accreditation and quality assurance practice and processes in any sector*** |
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| ***An understanding of the diversity and values of restorative practice including how it works within criminal justice, education, health, workplace and community settings*** |
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| ***Evidence of working flexibly and collaboratively under pressure and to tight deadlines*** |
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| ***Experience of using a data management system*** |
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| ***Experience of project management*** |
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| ***Experience of organising and/or facilitating events*** |
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| ***Evidence of effective written and verbal communication skills for a range of audiences in a variety of formats*** |
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| ***Experience of working independently with limited supervision and on own initiative*** |
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| ***Evidence of good problem solving skills*** |
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| ***Excellent IT skills, including the ability to use Microsoft Word, access websites, online meeting platforms and outlook*** |
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| **Desirable Criteria** |
| Should you meet any of the desirable criteria, please use the space below to tell us about your relevant skills and experience.  |
| **Supporting statement** |
| ***Experience of working according to the RJC’s Principles of Restorative Processes (2020) and/or the National Occupational Standards for Restorative Practice (2010) and the RJC’s Practice Guidance (2020) and Registration Frameworks***  |
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| ***Experience of facilitating direct and indirect restorative processes at all levels of case complexity*** |
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| ***Experience of using Microsoft SharePoint*** |
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| ***Experience of the development of proposals for funding*** |
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| **References** |
| Please provide details of two people who can be contacted for a reference regarding your suitability for this post. One of these should be your most recent employer. |
| **Reference 1** | **Reference 2** |
| **Name** |  | **Name** |  |
| **Position** |  | **Position** |  |
| **Relationship to you** |  | **Relationship to you** |  |
| **Address** |  | **Address** |  |
| **Telephone** |  | **Telephone** |  |
| **Email** |  | **Email** |  |

**Please complete this form and return it by email to james.simon@restorativejustice.org.uk (please put ‘Restorative Standards Officer application’ in the subject line) or by post to: Restorative Standards Officer applications, Restorative Justice Council, Rouen House, Rouen Road, Norwich, NR1 1RB.**