

JOB DESCRIPTION

Job title:	Conference Co-ordinator
Salary:	£23,000 - £26,000 per year (pro rata for part-time)
Employed by:	Salus
Location:	Kent Based at Compass House Ashford
Responsible to:	RJ Service Manager
Hours:	14.8 Hours per week (2 days)

Job Summary

The Restorative Justice Service is a new service provided by Salus in partnership on behalf of Restorative Solutions and OKPCC, bringing together all relevant agencies work together to provide improved services to victims of crime.

The Conference Co-ordinator will be an experienced and multi-skilled facilitator in Restorative Justice conferencing. As the key contact for referrals, they will be responsible for the co-ordination and delivery of conferences.

Key Responsibilities

1. To support victims to receive justice through restorative processes
2. To ensure effective communication between the service and partner agencies to organise conferences
3. To contact victims and offenders to engage them in the restorative process
4. Facilitate conferences
5. Ensure follow up and provide feedback to agencies and victims
6. To establish and maintain effective multi-agency links with the key partner agencies in order to promote an integrated and joined up approach
7. To ensure good relationships with a range of staff across Kent Police, Kent Probation services, Adult and Children's Services as well as with non-statutory partner agencies
8. To support effective service delivery and co-ordination
9. To promote and support the development of the service
10. To support delivery of other elements of the Restorative Justice Service where required

Professional responsibilities:

1. To participate as a member of the Restorative Justice Team, being available for meetings when required
2. To develop and maintain effective working relationships with colleagues within the team, local area and organisation.
3. To receive line management and supervision as agreed with the Service Co-ordinator
4. To maintain records securely, participate in data monitoring activities, and undertake evaluation procedures as advised by the line manager and Enterprise and Quality Manager.
5. To develop and maintain appropriate boundaries of confidentiality with service users and professional colleagues within Project Salus and from other organisations.

6. To maintain high standards of professional integrity and respect for others.
7. To ensure continuous self-development through training, supervision and other appropriate means.
8. Any other duties which may reasonably be required by the Directors.

This job description is provided to assist the post holder to know their principal duties. It may be amended from time to time in consultation with you without change to the level of responsibilities appropriate to the grading of the post.

Person Specification

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>Professional qualification to diploma level (4) or above in a relevant area e.g. restorative justice, social work, probation, youth offending, education and welfare, substance misuse.</p> <p>An accredited practitioner with the RJC or willing to undertake Level 4 Diploma to become accredited.</p>	Educated to degree/master's level or above in a relevant area
SKILLS AND EXPERIENCE	<p>High level of experience in using restorative practices within a relevant role</p> <p>Experience chairing restorative justice conferences</p> <p>Excellent inter-personal and communication skills</p> <p>Good understanding of agencies and support available for victims and offenders in Kent</p> <p>Experience in working collaboratively with a range of support agencies</p> <p>Good standard of ICT skills</p>	Proven mediation and facilitation skills
KNOWLEDGE	<p>Knowledge of the criminal justice system</p> <p>Thorough and up to date knowledge of offender management, national policy and legislation related to the criminal justice system</p> <p>A thorough understanding of the needs of disaffected and socially excluded 'high risk' groups</p> <p>An understanding of Safeguarding and Data Protection legislation</p>	
ATTRIBUTES	<p>An ability to remain calm whilst working under pressure and within tight timescales on sensitive and confidential issues</p> <p>To be creative and proactive, able to use initiative and make sound judgements</p> <p>An ability to deal with a number of tasks at once and to be flexible with work routines</p> <p>An ability to challenge and have a result focused approach</p> <p>To be able to work effectively as part of a team</p> <p>Ability to move about the county in a timely manner</p>	