



Support for Young People
Affected by Crime

JOB TITLE: Senior Practitioner

LOCATION: 4 posts – 1 based in Oxford, 1 in Bicester, 2 in Bracknell

GRADE: NJC scale SO2

HOURS: 37.5 per week

RESPONSIBLE TO: Director

1. Purpose of the Job

- 1.1 Co-ordinating a locally based, responsive and individually tailored service to young victims of crime
- 1.2 Delivering priority and specialised support to young victims of Sexual and/or Domestic Violence

2. Main Tasks

- 2.1. Manage and administrate referrals in the locality, providing a central point of contact for referrers, families and young victims
- 2.2. To develop and manage procedures, referral systems and information sharing mechanisms for the Project to enable the service to be delivered to young victims, consolidating networks with referring agencies
- 2.3. Recruit, train and supervise Project Workers to deliver one-to-one services to young victims of crime in the locality
- 2.4. Allocate cases to Project Workers and monitor and quality assure casework
- 2.5. Provide specialist one-to-one work with high risk and complex cases of Domestic and/or Sexual Violence related referrals. Practice work will be approximately 1/5 of workload
- 2.6. Recruit, train and supervise a small team of volunteers to support in group work and online services
- 2.7. Support the Director with developing strategic local partnerships and liaising with partner and referral organisations
- 2.8. Provide out of hours support to Project Workers regarding safeguarding issues through on-call management on a duty rota
- 2.9. Support the Director with monitoring and evaluation of the PCC contract delivery against specified performance indicators

- 2.10. Work alongside the Director to develop effective consultation with and participation of young people in the planning, creation and delivery of the service.
- 2.11. Support the Director in the development of online services for young people - including young victims support groups and our new mobile phone app and online support system
- 2.12. To undertake and deliver training as appropriate
- 2.13. To carry out all duties in accordance with relevant SAFE! procedures and guidance, including in relation to Safeguarding Children, Data Protection, Health & Safety and the UN Convention on the Rights of the Child

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role and the overall business objectives of the organisation.