

HMP Featherstone, Restorative Justice Service Manager

Job Description

Belong have partnered with HMP Featherstone to deliver an evidence based restorative justice service at the prison. HMP Featherstone is a Category C male prison, based in Wolverhampton. HMP Featherstone holds adults (aged 21+), sentenced to 4 years and above. The restorative justice service will build on an established service model developed in other prisons, applying restorative justice interventions in response to violent incidents and conflicts at HMP Featherstone. It will raise awareness amongst staff and prisoners at HMP Featherstone of restorative approaches, their potential benefits, and their suitability for use in a range of situations.

For prisoners who have perpetrated violence or antisocial behaviour, restorative justice is a chance to take responsibility for their harmful behaviour and to receive support to tackle the root causes of this behaviour. For prison staff members or prisoners who have been victims of violent or antisocial behaviour incidents, restorative justice provides a safe space to share with harmers the impact of that violence and antisocial behaviour has had on them. It also offers the opportunity for victims of violence and antisocial behaviour to receive support to cope and recover after these incidents. In addition, the service will offer prisoners and prison staff members training and support to become skilled restorative justice facilitators.

This position provides an exciting opportunity for a reliable, organised, confident person to join Belong's specialist team and lead the restorative justice service at HMP Featherstone. The successful applicant will bring resilience, energy and enthusiasm, along with experience of working within the criminal justice sector and preferably within prisons. They will have a good theoretical knowledge of the causes of offending behaviour and the benefits of restorative justice.

Belong fosters a working environment where everyone's voice is listened to. The culture of our organisation is one that puts people first and the charity enjoys high staff morale and good staff retention. We will provide you with the support, training and encouragement that you need to do your job, as well as the opportunities to develop your skills and progress within your career.

Place of work: HMP Featherstone

Hours of work: 35 hours per week, with occasional evening and weekend work required

Pay scale: £35,500 per annum.

Reports to: Head of Programmes.

Prison Security Vetting Required: Enhanced

Responsibilities

- Publicise the restorative justice service and its potential benefits, to prisoners and prison staff via outreach work on prison wings and via presentations and briefings to prison staff.
- Lead and develop training and support for prisoners and prison staff members to enable them to become skilled restorative justice facilitators.
- Analyse complex, sensitive and potentially disturbing information from PNMOIS, Oasys, DELIUS databases regarding prisoners; victims and prison staff in order to undertake dynamic risk and needs assessments regarding the delivery of restorative justice interventions, on a case-by-case basis.

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- Assess the suitability of prisoners, individuals harmed and their supporters for participation in restorative justice interventions.
- Provide preparatory and follow up support to all participants in restorative justice interventions and make referrals to other agencies inside and outside of the prison, as appropriate.
- Make practical arrangements for restorative justice interventions to take place within the prison, including organising room bookings, refreshments provision, visitors passes, appropriate prison staff escorts.
- Facilitate restorative interventions as appropriate in accordance with the Restorative Justice Council's Best Practice Guidance for Restorative Practice and with the policies and procedures of Belong and Her Majesty's Prison Service.
- Maintain detailed, accurate and up to date records of work undertaken with parties involved in restorative interventions and share information according to protocols agreed by Belong and Her Majesty's Prison Service.
- Collect, collate and analyse monitoring data relating to the evaluation of the programme, producing high quality monitoring and evaluation reports for Belong and external stakeholders.
- Participate actively in line management meetings with the Head of Programmes and, in between line management meetings, update management of progress and of any issues arising, in order to receive advice and guidance.
- Establish and maintain excellent working relationships with staff at HMP Featherstone, including senior management, case workers and prison officers.
- Attend and contribute to multi agency meetings, including on safer custody, interdepartmental risk management, reducing reoffending.
- Adhere to Belong's Code of Conduct and its policies on Safeguarding Vulnerable Adults and Children, Anti – Corruption, Anti – Bribery, Complaints and Comments, Confidentiality and Single Equality.
- Undertake any other duties as may be appropriate to the level and nature of the post.

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Person Specification

Knowledge and Experience

- Four years' experience of working within the criminal justice sector, preferably including work in prisons.
- Experience of facilitating mediation processes, restorative justice interventions and/or other relevant interventions.
- Proven track record of building and maintaining relationships with key stakeholders relating to a given project.
- Awareness of the issues that may be faced by adult males who are serving prison sentences.
- Understanding of the challenges prison staff deal with in responding to conflicts and violent incidents in prison.
- Good knowledge of individuals' emotional and mental health needs.
- An understanding of the principles of confidentiality and of instances when this should be breached.

Skills and abilities

- Excellent written and verbal communication and listening skills.
- Excellent organisational skills.
- Ability to process sensitive, complex information.
- Ability to offer support, insight, information and guidance to others
- Ability to build and maintain relationships with key stakeholders e.g. voluntary sector organisations, prison service teams, local police teams.
- Ability to form relationships with and offer information and guidance to people who have offended or who have been a victim of crime.
- Ability to work as a member of a team and when necessary to use initiative
- Ability to maintain appropriate boundaries with service users and to work in a manner that safeguards personal safety and overall prison security.
- Ability to produce and file records of work completed.
- Ability to develop and maintain office management systems.
- Willingness and ability to work effectively within prisons.

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Personal attributes

- Honest
- Resilient
- Hard working
- Organised
- Self-motivated
- Confident
- Non-judgmental
- Flexible
- Reliable
- Committed to confidentiality and equal opportunities
- Willing to learn and develop