

Job Description



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| JOB TITLE: | Circles Coordinator |
| LOCATION: | Devon or Cornwall (home based) |
| HOURS: | 28 hours per week (4 days per week) |
| SALARY: | £30,000 pro rata |
| CONTRACT: | 12 months initially (6 month probationary period) |
| RESPONSIBLE TO: | Line Manager |

Job Purpose

The Circles Coordinator will establish and coordinate Circles of Support and Accountability for adults convicted of serious sexual offences. They may also work be required to provide the same for young people with harmful sexual behaviour.

Services will be delivered in accordance with:

- Ministry of Justice approved Code of Practice for Circles of Support & Accountability (national standards), and
- Circles South West's Practice Standards.

This position is offered in the first instance as a 12 month fixed term post to cover the temporary secondment of the substantive post-holder to another role. Any extension beyond 12 months will be dependant on additional funds being secured.

This Job Description and Person Specification should be read alongside the Briefing Note for Applicants.

Note

Flexible working is a requirement of this post which involves regular evening and occasional weekend work

Main Duties

- To work closely with the line-manager, operations manager and other team members to achieve operational targets
- To promote and develop awareness of the service among relevant statutory and voluntary sector partners
- To deliver the service in close partnership with prisons, probation and police
- To work with the Volunteer Coordinator to recruit and retain suitable volunteers
- To screen, train, deploy and supervise volunteers, adhering to the Volunteer Policies and Procedures
- To ensure secure information sharing and accountability between Circles South West, referring agencies and other partners in accordance with GDPR
- To work in close partnership with statutory agencies to identify, assess and induct suitable core members, undertaking preparatory work with the individual and referring agency as appropriate
- To coordinate a 12-18 month Circle for each core member accepted, in accordance with Circles South West's practice standards
- To ensure that venues are risk assessed, accessible and cost effective
- To develop and maintain effective multi-agency working arrangements with partner agencies
- To record and maintain case files and to provide reports as necessary, with proper attention to confidentiality and data protection
- To attend local professional meetings as appropriate.

In common with other Circles South West staff the post-holder will be required:

- To co-deliver the volunteer training programme
- To collate appropriate and timely monitoring information and contribute to evaluation
- To manage local resources and equipment
- To actively partake in regular line-management supervision and annual appraisal
- To attend and contribute to team meetings
- To prioritise safeguarding at all times
- To promote, monitor and maintain health, safety and security in the working environment
- To keep up to date with broad developments in work related issues
- To participate in the charity's outreach and educational work
- To attend coordinator forums and training events as organised by Circles UK

Person Specification

JOB TITLE: Circles Coordinator

LOCATION: Devon/Cornwall

| REQUIREMENT | E S S E N T I A L | D E S I R A B L E |
|---|---|---|
| Experience <ul style="list-style-type: none"> ○ Relevant professional experience with people who have sexually offended ○ Experience of undertaking risk and needs assessments ○ Experience of supervising or supporting volunteers or staff ○ Experience of working with sexually harmful behaviours ○ Project initiation and/or implementation experience ○ Experience in preparing and delivering training | E E E | D D D |
| Knowledge & Skills <ul style="list-style-type: none"> ○ Relevant professional qualification ○ Knowledge and understanding of the assessment, treatment and management of people convicted of sexual offences ○ Strong communication and presentation skills, verbal and written ○ IT literate and competent in the use of Office packages ○ Understanding of the value of volunteering in the criminal justice sector ○ Problem-solving skills ○ Case management skills ○ Knowledge and understanding of safeguarding policy, practice and provision ○ Knowledge and understanding of risk assessment and health & safety matters | E E E E E | D D D D |
| Abilities <ul style="list-style-type: none"> ○ Ability to work effectively to motivate, support and manage volunteers ○ Ability to self-motivate in isolation, to work on own initiative with effective time management, and to achieve targets on time and in budget ○ Ability to work co-operatively as part of a team ○ Ability to overcome logistical obstacles to achieve outcomes ○ Ability to drive new service development ○ Strong communicator with the ability to manage difficult situations with tact and diplomacy ○ Confident, assertive individual with the ability to remain calm under pressure | E E E | D D D D |
| Other <ul style="list-style-type: none"> ○ Willingness to work flexibly, including regular evening and occasional weekend work ○ A full driving licence and access to a vehicle (or equivalent) | E E | |
| Managing Diversity <ul style="list-style-type: none"> ○ Recognises and embraces the unique potential that individuals from differing backgrounds, experiences and perspectives bring to Circles South West | E | |