

Job Description



JOB TITLE:	Circles Coordinator
LOCATION:	Dorset (part based at HMP The Verne; part home based)
HOURS:	21 hours per week (3 days per week)
SALARY:	£30,000 pro rata
CONTRACT:	Fixed term to March 2021 (6 month probationary period)
RESPONSIBLE TO:	Operations Manager

Job Purpose

This role has a dual function:

- Prison/Through the Gate Circles of Support and Accountability: to lead the development and delivery of a new pilot project for men serving sentences for sexual offending at HMP The Verne, who have release plans to Dorset. To establish and coordinate Circles pre-release, supporting transition 'through-the-gate', and on into the community (Circle duration up to 18 months).
- Community Circles of Support & Accountability: to establish and coordinate Circles for men convicted of sexual offences who are living in Dorset communities (Circle duration up to 12 months).

Both functions will be delivered in accordance with:

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

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 Operations Manager and other team members to achieve operational targets
- To understand and adhere to HMPPS policy and procedural requirements for working within the prison environment
- To promote and develop awareness of the service among relevant statutory and voluntary sector partners
- To deliver the service in close partnership with prison, 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: Dorset

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 within a prison environment ○ 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 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 with 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	