



Administrator

Briefing Note for Applicants May 21

What is Circles South West?

Circles South West is an independent regional charity established in 2010. Our vision is 'No More Victims' of sexual abuse; we work to prevent further sexual abuse by reducing the risk of sexual re-offending. Working in close partnership with public protection agencies, we provide Circles of Support and Accountability for people convicted of sexual offences, facilitating their safe integration as law-abiding members of local communities and preventing further sexual harm.

There are over 60,000 people living in UK communities who have been convicted of sexual offences; around 10% live in the south west region. We deliver services across the region in Cornwall, Devon, Dorset, Somerset, Avon, Wiltshire and Gloucestershire.

Our work is delivered in accordance with the Ministry of Justice approved Code of Practice for Circles of Support and Accountability and is audited regularly against national standards.

What does Circles South West do?

We provide Circles of Support and Accountability across the South West Region. This is our core business. We also provide educative group-work provision for the same service user group. In addition, we deliver support for non-offending partners, family members and friends of individuals who have sexually offended. Our small but growing training and consultancy function complements our specialist practice.

What are Circles of Support and Accountability?

A 'Circle of Support and Accountability' represents a community engaging with, not rejecting, someone trying to live without harming; putting local volunteers at the heart of a solution to prevent further sexual abuse being committed by known perpetrators. Our focus is on building stronger and safer communities by overcoming the isolation experienced by individuals who have sexually harmed, encouraging their safe inclusion, connection and integration within those communities.

Each Circle of Support and Accountability (Circle) consists of between four and six specially recruited and trained volunteers who meet regularly with an individual convicted of sexual offences (core member) for between 12-18 months. Core members are generally referred by probation or police. If the core member is assessed as motivated to create no more victims, poses a risk to the community, is isolated and is prepared to accept close liaison between volunteers and the statutory agencies, then they will be considered suitable for a Circle. Volunteers are informed of the core member's past so they can assist the core member to better manage their thought patterns and behaviour, which could otherwise result in them re-offending. The volunteers are managed by an experienced criminal justice coordinator.

The Circle holds the core member to account for his or her behaviour and is alert for indications that the risk of reoffending might be increasing. In this way public safety is enhanced, the Circle acting as a safety mechanism for both the core member and the community. Circles work towards there being 'No More Victims' by reducing emotional loneliness; modelling appropriate adult relationships; monitoring core member behaviour and holding the core member to account.

The Circle meets regularly at a safe community venue, providing the core member with a unique and supportive social network to counteract the conditions known to increase the risk of reoffending and sexually harmful behaviours.

What is the remit of the Administrator?

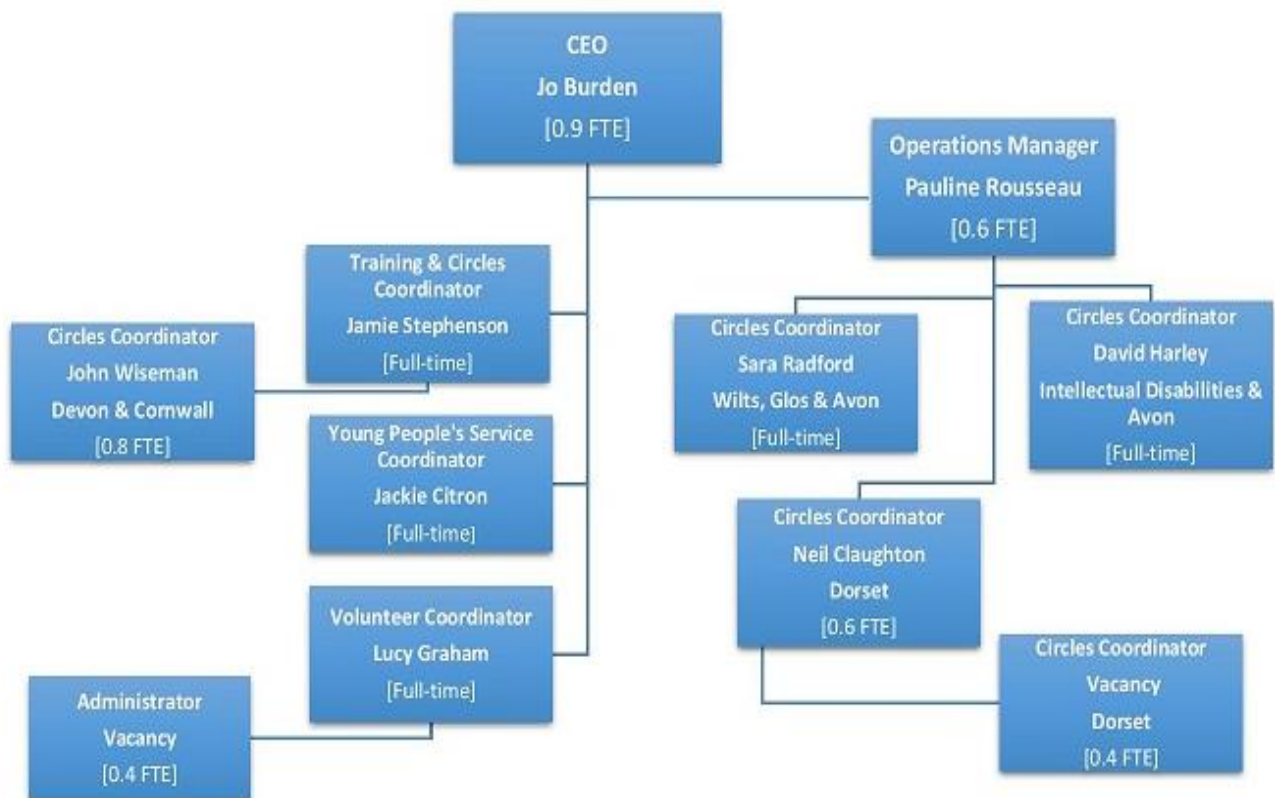
Working closely with our Volunteer Coordinator, the Administrator will have a key role in supporting our remote staff team to provide quality front-line services and training for professionals and volunteers. A particular challenge of this post is the remote set up of the staff team who work across a huge geographical area. The ability to self-motivate, multi-task, and use your initiative is essential. The ideal candidate will be resourceful, a good problem solver and highly organised.

The Administrator’s main roles and responsibilities are set out in the attached Job Description.

How does the Administrator fit within the existing Team?

With the appointment to this new post, our staff team will comprise 11 employed staff (6 part-time). We have a very experienced team, all bar one of whom are social work and/or probation or police qualified. Team members have an impressive track record of working with people who have sexually offended and with harmful sexual behaviour. All staff have extensive experience of working with and supporting volunteers. The staff team is ably supported by around 200 community volunteers across the region, 9 of whom make up our Board of Trustees. Operational staff are county-based meaning that with a very small team we are able to coordinate Circles across a vast regional area.

Circles South West Organisation Chart May 2021



Our volunteers are a diverse group of community members who offer an impressive skill set. Whilst we welcome relevant professional experience, we primarily seek well-balanced people with a mature outlook and clear personal boundaries who can represent their communities. We have a robust recruitment, training and assessment process which includes an application form, pre and post training interviews, mandatory two-day core training plus ongoing development training, two references and an Enhanced DBS check.

Further information about our work is on our website www.circles-southwest.org.uk



COMMENDED 2019 Prisoner Re-Integration