

Job Description



| | |
|-----------------|--|
| JOB TITLE: | Circles Coordinator (Young People) |
| LOCATION: | Devon (and surrounding areas) |
| HOURS: | 3 days per week |
| SALARY: | £32,000 pro-rata |
| CONTRACT: | 12 months initially, extension subject to funding (6 month probationary period) |
| RESPONSIBLE TO: | Young People's Service Coordinator |

Job Purpose

To establish and coordinate Circles of Support and Accountability for young people aged between 10 and 20 years who have harmed sexually, some with a conviction for sexual offending, where there are ongoing concerns about this behaviour. Each Circle comprises 3-4 carefully selected and trained community volunteers and the duration of each Circle is up to 12 months.

To ensure that each Circle is coordinated in accordance with:

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

To deliver other related services (programmes and interventions) for young people who have harmed sexually, as organisational and local opportunities arise.

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

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

Main Duties

- To work closely with the Young People's Service Coordinator, the Circles Coordinator for Devon 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 local specialist organisations
- To contribute to the development of Service resources, materials
- 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 relevant agencies to identify, assess and induct suitable young people
- To design a bespoke programme for each young person accepted for the Service, undertaking preparatory work with the young person (and their family) and referring agency as appropriate
- To coordinate a 12 month 'Circle' for each young person accepted for a Circle, in accordance with Circles South West's Practice Standards
- To ensure that venues and activities are risk assessed, accessible and cost effective
- To provide young people with other programmes/interventions as appropriate opportunities arise
- 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 prioritise safeguarding at all times
- To work within and promote our equity, diversity and inclusion policy
- 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 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/LOCATION: Circles Coordinator (Young People), Devon & surrounding areas

| 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 young people ○ Experience of working with harmful sexual behaviour (HSB) ○ Experience of undertaking risk and needs assessments ○ Project initiation and/or implementation experience ○ Experience of the preparation and delivery of training ○ Experience of working with and managing volunteers | ✓ ✓ ✓ | ✓ ✓ ✓ |
| Knowledge & Skills <ul style="list-style-type: none"> ○ Relevant professional qualification ○ Knowledge and understanding of the assessment, treatment and management of people with HSB and those who sexually offend ○ Strong communication and presentation skills, verbal and written ○ IT literate and competent in the use of Office packages ○ Understanding of the potential and needs of volunteers from diverse backgrounds ○ Problem-solving skills ○ Case management skills ○ Knowledge of safeguarding policy, practice and provision ○ Familiarity with Youth Justice and Child Protection Procedures ○ Knowledge and understanding of risk assessment and health & safety matters | ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ | |
| Ability <ul style="list-style-type: none"> ○ Ability to drive new service development ○ Proven ability to work on own initiative and effectively manage working week, achieving targets on time and in budget ○ Ability to work effectively to motivate, support and manage volunteers ○ Ability to work co-operatively as part of a team ○ Strong communicator with the ability to manage difficult situations with tact and diplomacy ○ Confident and assertive individual with the ability to remain calm under pressure ○ Ability to overcome logistical obstacles to achieve outcomes | ✓ ✓ ✓ ✓ ✓ ✓ ✓ | |
| Other <ul style="list-style-type: none"> ○ Willingness to work flexibly, including regular evenings and occasional weekends ○ Satisfactory Enhanced DBS clearance ○ Satisfactory references ○ A full driving licence and access to a vehicle (or equivalent) | ✓ ✓ ✓ ✓ | |
| 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 | ✓ | |