

Recruitment pack

Circles Coordinator, Gloucestershire and Wiltshire

Salary Band 3: £32,000-£38,640 pro-rata (appointments generally at the lower end of the band)

3 or 3.5 days per week (7 hours per day)

Home based in Gloucestershire, Wiltshire or surrounding areas

Working across Gloucestershire and Wiltshire, with flexibility to work in Avon

12-month contract in the first instance, extensions subject to funding

Secondment applications welcomed

Generous annual leave and pension package

* **Have you worked in criminal justice with people who have sexually offended?**
* **Are you probation, social work, police, youth justice or similarly qualified?**
* **Do you want to work for an innovative, award winning charity preventing sexual abuse?**

About the role

As a Circles Coordinator you will make a real difference to preventing further sexual harm by coordinating Circles of Support and Accountability, an additional layer of risk management in the community. In this varied, rewarding role you will work directly with people who have sexually offended, coordinate a local team of community volunteers and liaise closely with public protection colleagues.

Your experience of working with people who have sexually offended will be coupled with significant knowledge and understanding in this field. You will be passionate about the prevention of sexual abuse and sexual violence and understand the complexities of working with people who have sexually harmed. You will recruit, train, coordinate and supervise small groups of community volunteers to hold to account and support the safe integration of core members in the community. Volunteers will be supported to enable core members to make safe choices; take responsibility for their behaviour; engage in constructive activities; improve their social connections; enhance their self-worth. You will assess referrals, coordinate and monitor provision and provide progress updates. Multi-agency work is essential as is monitoring that contributes to a robust evidence base.

There will be also opportunities to be involved in providing training for professionals in working with people who have sexually harmed.

In addition, there is an optional opportunity to co-facilitate our Gloucestershire Breaking the Cycle groupwork programme, an education and awareness-raising programme for women with children who are, or have been, in relationships with men whose sexual behaviour towards children has caused concern or led to conviction. It complements and supports the statutory child protection

process, improving outcomes for both women and children. This role would include liaising closely with Social Services to identify and assess referral suitability, co-facilitating the 10 session programme and preparing post-programme reports.

This position is home based in Gloucestershire, Wiltshire or surrounding areas. The focus of work will be in Gloucestershire and Wiltshire, with flexibility to work Avon depending on demand. There will be occasional travel in South West England to attend training, team meetings and so on.

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

Job Purpose

1. To establish and coordinate Circles of Support and Accountability for adults convicted of sexual offences. Each Circle comprises 4 or 5 carefully selected and trained community volunteers who meet weekly with an individual Core Member (service user) for 12-18 months.

To ensure that each Circle is coordinated in accordance with:

• Ministry of Justice approved Code of Practice for Circles of Support & Accountability (national standards)

• Circles South West’s Practice Standards.

1. To co-deliver Circles South West’s training for professionals in working with people who have sexually harmed
2. [Optional] To co-facilitate Breaking the Cycle, an education and awareness-raising groupwork programme for women with children, in accordance with the Breaking the Cycle Facilitator’s Manual.

About Circles South West

We are an independent regional charity working towards the vision of ‘No More Victims’ of sexual abuse. Our team of 12 paid staff are ably supported by around 180 community volunteers, including 9 trustees. We provide services to prevent re-offending by individuals who have sexually harmed as well as support services for the non-offending partners, family members and friends impacted by sexual offending. Our core service is Circles of Support and Accountability, provided across Avon, Somerset, Wiltshire, Gloucestershire, Dorset, Devon and Cornwall. We also provide specialist training and consultancy for professionals.

We are committed to ensure that the principles of equity, diversity and inclusion (EDI) underpin everything we say and everything we do. We strive to achieve greater diversity across our service users, staff, volunteers and Board members to ensure that we are more representative of the communities in which we work, making reasonable adjustments where needed. We warmly welcome applications from all suitably skilled people, regardless of background.

Job description

Job title: Circles Coordinator – Gloucestershire and Wiltshire

Job area: Gloucestershire and Wiltshire (with flexibility to work in Avon)

Reporting to: Service Manager

Main responsibilities and tasks

* To work closely with the Service Manager and other colleagues to achieve operational targets
* To promote and develop awareness of the service among relevant statutory and voluntary sector partners
* To deliver services in close partnership with probation and police
* To contribute to the development of service resources and 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 actively seek and secure suitable referrals from referring agencies in order to achieve operational targets
* To work in close partnership with referring agencies to identify, assess and induct suitable core members
* To coordinate a 12-18 month Circle for each core member accepted, in accordance with Circles South West’s Practice Standards and national standards
* To ensure secure information sharing and accountability between Circles South West, referring agencies and other partners, in accordance with UK GDPR
* To ensure that venues and activities 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 (e.g. MAPPA)
* To co-facilitate training for professionals in relation to working with people who sexually harm
* To provide other related services as organisational opportunities arise

*Note: additional responsibilities and tasks will be included in the event that the appointed post-holder is also contracted to facilitate Breaking the Cycle*

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 and specialist training for professionals
* 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

Experience

* Relevant professional experience with people who have sexually offended (E)
* Experience of undertaking risk and needs assessments (E)
* Experience of working with and managing volunteers or staff (D)
* Project initiation and/or implementation experience (D)
* Experience of the preparation and delivery of training (D)

Knowledge and skills

* Relevant professional qualification including DiPSW, CQSW, Probation Diploma or equivalent (e.g. policing or youth justice qualifications) (E)
* Knowledge and understanding of the assessment, treatment and management of people convicted of sexual offences (E)
* Strong communication and presentation skills, verbal and written (E)
* IT literate and competent in the use of Office packages (E)
* Understanding the value of volunteering in the criminal justice sector (E)
* Problem-solving skills (E)
* Case management skills (E)
* Knowledge of safeguarding policy, practice and provision (E)
* Knowledge and understanding of risk assessment and health & safety matters (E)

Abilities

* Proven ability to work on own initiative and competently manage working time, achieving targets on time and in budget (E)
* Ability to work effectively to motivate, support and manage volunteers (E)
* Ability to work co-operatively as part of a team (E)
* Strong communicator with the ability to manage difficult situations with tact and diplomacy (E)
* Confident and assertive individual with the ability to remain calm under pressure (E)
* Ability to overcome logistical obstacles to achieve outcomes (E)
* Ability to drive new service development (D)

Other

* 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)

Attitudes and values

* Ambitious with a passion for making a positive difference and challenging inequity (E)
* Energetic and innovative in approach (E)
* Highly motivated, positive and a can-do attitude to solving practical problems (E)
* Confident and outgoing (E)
* Committed to organisational aims, values and approach (E)
* Recognises and embraces the unique potential that individuals from differing backgrounds, experiences and perspectives bring to Circles South West (E)

Terms of employment

1. Contract: Part-time, 12-month fixed term contract in the first instance with potential for extension (funding dependent)
2. Hours: 3 or 3.5 days per week (7 hours per day). Core working day for all staff is Tuesday. This post requires regular evening and occasional weekend work.
3. Location: Home-based in Gloucestershire, Wiltshire or surrounding areas. Job area Gloucestershire and Wiltshire with the flexibility to work in Avon. Occasional travel in South West England.
4. Holidays: 28 days (with an additional day for each complete year served up to 5 days) + public holidays, pro-rata.
5. Pension: Automatic enrolment into Circles South West contributory workplace pension scheme with employer contribution of 5% and minimum employee contribution of 3%.
6. Appointment depends on a satisfactory DBS clearance and references.
7. Probationary period: 6 months.

How to apply

To apply for the role:

* download the job application form <https://circles-southwest.org.uk/about-circles/vacancies/>
* email your completed application and diversity monitoring form to [info@circlessw.org.uk](mailto:info@circlessw.org.uk)

Closing date: **5pm on Wednesday 24th April 2024**

Interviews: **Tuesday 7th May 2024 in Taunton**

Shortlisted applicants will be notified by email by 1st May. Due to our limited resources, we are unable to provide feedback on unsuccessful applications.

For an informal discussion about the role, please call Jo Burden, CEO on TEL 07717 442413