

Recruitment pack

Young People's Circles Coordinator (Dorset)

£32,000 - £38,640 pro-rata, Band 3 (appointments generally at the bottom of the band).

2 days (14 hours) per week. Home based in Dorset (or nearby).

12 month contract initially, extension expected (6 month probationary period).

Generous annual leave and pension package.

Are you: Passionate about supporting young people? Experienced in working with people with harmful sexual behaviour? Suitably qualified? Interested in working for an innovative, award winning charity preventing sexual abuse in Dorset?

About the role

You will be experienced in working with young people with harmful sexual behaviour (HSB) with significant knowledge and understanding in this field including deep comprehension of the complexities. You will be passionate about enabling young people to develop and skilled in partnership working. By coordinating Circles of Support and Accountability and providing one-to-one interventions for young people, you will enable them to make safe choices; to better understand and take responsibility for their behaviour, to engage in positive activities, to improve their social connections, and to enhance their self-worth.

You will recruit, train, coordinate and supervise small groups of community volunteers to support young people. You will assess referrals, coordinate and monitor provision, providing progress updates, working closely with evaluators contributing to a robust evidence base. You will co-deliver training for professionals and volunteers around working with people who have harmed sexually. Flexible working is a requirement of this post which involves regular evening and occasional weekend work.

Job Purpose

To coordinate and deliver Circles South West's Young People's Service in Dorset, specifically:

- (i) Circles of Support and Accountability for Young People who have harmed sexually
- (ii) 121 interventions for young people with harmful sexual behaviour
- (iii) Training for professionals around working with young people with harmful sexual behaviour

Young People's Services

(i) Circles of Support and Accountability for Young People

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 of 3 or 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:

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

(ii) One-to-one interventions with young people with harmful sexual behaviour

To provide one-to-one interventions for young people with harmful sexual behaviour as below and to deliver other related services as organisational and local opportunities arise:

Inform Young People (IYP): A psycho-educational programme for young people (13-21) in trouble with school or the police due to their technology-assisted harmful sexual behaviour (TA-HSB). IYP is owned and Licensed by the Lucy Faithfull Foundation and Circles South West is an accredited provider of this service in South West England. The programme totals 10 hours intervention (up to 8 sessions) delivered by a professional facilitator.

Circles Light Intervention Programme (CLIP): A psycho-educational programme for children and young people (10-20) designed by Circles South West in response to an identified gap in services for those with problematic sexual behaviour and low-level harmful sexual behaviour, but who are unsuitable for IYP. The programme totals 10 hours intervention (up to 8 sessions) delivered by a professional facilitator.

Bail Support Service for Young People (BSS): A non-offence focused support package for children and young people (10-17) on bail for sexual offences. BSS is a 'holding place' supporting positive change, with a focus on wellbeing, attitudes and values, positive relationships and so on, and signposting to other agencies for specific support (e.g. substance misuse). BSS begins with an assessment of need (based on the Good Lives Model), that informs a bespoke package for the individual.

(iii) Training for professionals in working with young people with harmful sexual behaviour

To co-facilitate training for professionals around working with young people with harmful sexual behaviour.

About Circles South West

We are an independent regional charity working towards the vision of 'No More Victims' of sexual abuse. We provide direct services for people convicted of sexual offences and young people who have harmed sexually as well as support services for the non-offending partners, family members and friends impacted by sexual offending. Our core activity 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 a staff team of 12 professionals with backgrounds in probation, social work, police and volunteering. We are supported by around 200 community volunteers and are governed by a Board of Trustees.

Safeguarding is our priority. We are fully committed to practice that protects our service users from abuse. We take very seriously our responsibility to promote the welfare of children, young people and adults with care and support needs; their safety is paramount.

We are committed to ensure that Equity, Diversity and Inclusion 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.

How to apply

Download the job application form here <https://circles-southwest.org.uk/about-circles/vacancies/>

Email your completed application and diversity monitoring form to info@circlessw.org.uk

Closing date for applications: 5pm on Friday 7th March 2025.

Shortlisted applicants: notified by email by close on Wednesday 12th March 2025.

Note that we are unable to provide feedback on unsuccessful applications.

Interviews: Tuesday 18th March 2025, location to be advised.

For an informal discussion about the role, please call Jackie Citron, Service Manager for Young People and Families on 07584 629 442

Job description

Job title: Young People's Circles Coordinator (Dorset)

Reporting to: Service Manager for Young People and Families

Main responsibilities and tasks

- To work with the Service Manager and other team members to achieve operational targets
- To coordinate 12 month Circles of Support and Accountability for individual young people in accordance with the national Code of Practice and Circles South West's Practice Standards
- To deliver one-to-one interventions for individual young people in accordance with programme guidance
- To co-deliver training for professionals around working with young people with harmful sexual behaviour
- To work closely with partner agencies to identify, assess and induct suitable young people
- To ensure that venues and activities for working with young people are risk assessed, accessible and cost effective
- With the Volunteer Coordinator, to recruit, retain and support suitable local volunteers
- To screen, train, deploy and supervise volunteers, within Volunteer Policies and Procedures
- To promote and develop local awareness of the Service with statutory and voluntary partners
- To develop and maintain effective multi-agency working arrangements with partner agencies
- To contribute to the development of Service resources and materials
- To ensure secure information sharing and accountability between Circles South West, referring agencies and other partners, in accordance with Data Protection Policies and UK GDPR
- 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. CIN Reviews, CP Case Conferences, MAPPA meetings)

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 strategy and 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 actively partake in bi-annual well-being meetings with an external supporter
- 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 the umbrella organisation, Circles UK

Person specification

Experience

- Relevant professional experience with young people (E)
- Experience of working with harmful sexual behaviour (HSB) (E)
- Experience of undertaking risk and needs assessments (E)
- Experience of the preparation and delivery of training (D)
- Experience of working with and managing volunteers (D)

Knowledge and skills

- Relevant professional qualification including DiPSW, Probation Diploma or equivalent (E)
- Knowledge and understanding of the assessment, treatment and management of people with HSB and those who sexually offend (E)
- Strong communication and presentation skills, verbal and written (E)
- IT literate and competent in the use of Office packages (E)
- Understanding of the potential and needs of volunteers from diverse backgrounds (E)
- Problem-solving skills (E)
- Case management skills (E)
- Knowledge of safeguarding policy, practice and provision (E)
- Familiarity with Child Protection Procedures and the Youth Justice System (E)
- Knowledge and understanding of risk assessment and health and safety matters (E)

Abilities

- Ability to drive new service development (E)
- Proven ability to work on own initiative and effectively manage working week, 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)

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 person with a passion for making a positive difference and challenging inequality (E)
- Energetic and innovative in approach (E)
- Highly motivated, positive and a can-do attitude to overcoming practical challenges (E)
- A confident, outgoing person (E)
- Commitment 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 with high likelihood of extension.
2. Hours: 2 days per week. Normal hours are 9am to 5pm with a requirement to work flexibly to meet the demands of the role that will include regular evening and occasional weekend work. Occasional work outside of contracted hours may be necessary. Core working day for all staff is Tuesday.
3. Location: Home-based with frequent travel to various Dorset locations to deliver the Service, plus occasional travel elsewhere in South West England (e.g. for team meetings, training).
4. Holidays: 28 days basic with an additional day for each complete year served up to a maximum of 33 days, plus public holidays
5. Pension: Automatic enrolment into Circles South West's contributory workplace pension scheme with employer contribution of 5% and minimum employee contribution of 3%
6. Appointment depends on a satisfactory Enhanced DBS clearance and references.
7. Probationary period: 6 months.