



# Job Description

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St. Helens Council

**Post:** Youth Justice Service Volunteer Coordinator

**Department:** Peoples Services

**Grade:** SCP 12-17

**Responsible to:** Youth Justice Service Operational Manager

## **Purpose of the Post:**

As a Volunteer Coordinator for the Youth Justice Service in St Helens you will:

Hold responsibility for developing a trauma-informed approach with children & families who have Adverse Childhood Experiences (ACES). To work in conjunction with your Manager and Head of Service to:

- Oversee the recruitment and ongoing support and development of all YJS volunteers in addition to being a mentor for a small number of children and providing information, advice and guidance.
- Undertake face to face assessments with prospective mentees, source suitable volunteer mentor's/panel members, coordinate Referral Order panels and oversee and support the matching process.
- Attend regular stakeholder meetings with statutory partners and support the volunteer recruitment and training process.
- Directly contribute to achieving positive youth justice service outcomes linked to KPI's including reducing reoffending, reducing FTE's, reducing the use of custody and reducing the unnecessary criminalisation of LAC.
- Note: all duties and responsibilities must be exercised in a manner which is consistent with the Service's policies, including those relating to Diversity, Dignity at Work and Data Protection. Post holders are required to respect confidentiality of information acquired in the course of the responsibilities of the role.

## **Duties and Responsibilities:**

- To be responsible for the recruitment, training and development, support, coordination and coaching of volunteers within the YJS.
- Support and engage children involved in the Criminal Justice System, with the aim of achieving positive outcomes and ultimately reducing the likelihood of reoffending.
- To provide mentoring support to a designated number of children at risk of or involved in offending, by undertaking initial and ongoing assessments of their needs and requirements in respect of the mentoring offer. This will be undertaken in both the community and in the secure estate.
- To provide effective oversight of the Referral Order Panel process and attend Panels as the YJS representative.
- To provide effective oversight of the personal development plans drawn up between the mentor and mentee to ensure that they are effective in meeting the needs of the child.
- To develop and maintain effective working relationships with relevant statutory partners including Merseyside Police, HM Prison Service and Probation Services.
- To maintain accurate and concise recording systems and produce regular update reports, to ensure effective project performance management.
- To engage with voluntary, community and faith sector partner agencies to promote the mentoring project and support children involved in the Criminal Justice System in accessing key services.
- To undertake appropriate training and engage with learning development activity as required.
- Work within a performance management framework, achieving outcomes identified through performance indicators in the service area.
- To contribute to duty rotas as may be required.
- To carry out any additional tasks that may be required in order to meet the needs of the service.
- To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
- To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
- To comply with the Council's Information Management Framework (including the Data Protection Policy, Code of Practice and Social Media Policy).

- To comply with the Council's Code of Conduct a fundamental aspect of which are "the Seven Principles of Public Life", and to conduct oneself with the highest standards of conduct that they require

**This post is subject to Enhance DBS Disclosure.**

**This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989.**

**The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.**

**Date Prepared: April 2019**