

Job Title: Reparation Co-ordinator (YOS)	Role Profile Number: P/A
Grade: L	Date Prepared:
Directorate/Group: Children's Services Youth Offending Service	Reporting to: Service Manager Operational/Team Manager (YOS)
Structure Chart attached:	

Main purpose of the role

As the Reparation Coordinator, you will co-ordinate all direct and indirect reparation. You will be expected to form strong links with the local community, and establish working partnerships that will enable the young people to complete their reparation.

Duties

This job description is intended as a guide and is not an exhaustive list of the duties and responsibilities of this role, such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.

1. Be able to provide consultation, direction and decision making on duties to safeguard young people and manage any risks they may present to others. Ensure the quality of service provided to young people and their families is of the highest professional standard.
2. To take the lead on projects such as youth participation.
3. Continuously self-evaluate reparation practice through reflection and consultation. Be self-directed in maintaining and developing up to date knowledge and skills through a variety of learning methods. Ensure that findings from analysis of practice, audits and research are disseminated to the team and the learning shapes improvement in practice.
4. To identify, develop and risk-assess a range of community reparation placements suitable for young people and to co-ordinate the supervision of young offenders undertaking community reparation activities.
5. Must be able to work on own initiative with minimal supervision and to manage own workload within tight deadlines
6. Supervise, arrange and deliver appropriate one to one reparation sessions with high risk young offenders.

7. Identify and arrange appropriate opportunities for community reparation, working in partnership with other agencies within the local voluntary and commercial sector.
8. Oversee and manage all incoming referrals and allocate to staff as required in line with local and national standards and the principles of Effective Practice.
9. Monitor and manage service performance against performance targets
10. Promote restorative principles, and the work of the service, across the YOS and with external stakeholders.
11. Produce and work within established procedures for monitoring information, information sharing, confidentiality, safeguarding and health and safety.
12. It will be the responsibility of this post-holder both to contribute to the implementation of this function and to promote its future development and refinement.
13. A key role is to ensure that equality of opportunity and anti-discriminatory practice is a priority throughout the service. In addition to be able to evidence that throughout all cases diversity, learning styles and equality issues are consistently considered.
14. To be able to model, mentor and train staff to deliver a consistently high quality assessment.
15. Establish structure for ensuring reparation is managed to a high standard and the needs of the young person remain at the core.
16. Practice an outward-facing approach to partnership working; understanding that the quality of relationships and reputation of management with peers, managers and leaders throughout multiagency partnerships is an essential component of successful support to young people and their families.
17. To be able to demonstrate that Reparation is managed in line with National and Local standards.
18. The post holder must be able to demonstrate a high level of verbal and written skills commensurate with working in a supervisory setting.
19. To be effectively able to manage the resources and time of staff through excellent organisational skills, being able to manage time effectively and evidence ability to liaise with a range of key stakeholders.
20. Act as a link between the Youth Offending Service and local projects and providers and work on a range of issues which impact on young people's life chances.
21. Lead or contribute to the development of new and existing programmes, with other members of the Youth Offending Service and partners from the voluntary and statutory sector.

22. Work effectively as part of a multi-agency team. This includes having the skills to assess safeguarding issues, immediate child protection concerns and the ability to track and escalate the outcomes of referrals where appropriate.
23. Keep up-to-date with research about what is most effective in reducing and preventing offending by young people and apply the lessons from research to practice. This involves being able to demonstrate on the case file the theoretical and practice assumptions that underpin the post holder activity.
24. Complete records, statistical returns and expenses on time, accurately and in accordance with policy. This may include completing a time sheet.
25. Contribute to the monitoring and evaluation of the work.
26. Contribute to the positive promotion of the Youth Offending Service, participating in presentations and Open Days as required.
27. Comply with all local and national policies, protocols and standards.
28. Ensure that all activities are carried out in accordance with relevant childcare legislation and the Crime and Disorder Act 1998.
29. Comply with the Data Protection Act and Freedom of Information Act and Information Sharing protocols, as part of effective Information Governance arrangements.
30. Carry out appropriate administrative tasks in support of the work, using Information Technology where appropriate.
31. Attend all relevant internal meetings, and represent the Youth Offending Service at external meetings as required.
32. Participate in all relevant training events and other opportunities for professional development.
33. Contribute to the review and achievement of the targets in the Youth Justice Plan and Divisional Plans including the development of the service on an on-going basis.
34. To evaluate and recommend requests for expenditure within the limits of cash limited budget.
35. Undertake any other duties necessary to meet the needs of the service and of the service users (young people).
36. Carry out all duties in accordance with the Swindon Borough Council's Equal Opportunities policy, actively promoting equality and seeking to prevent and overcome disadvantage and discrimination.
37. The post holder will participate in the Council's appraisal scheme, take responsibility for the implementation of own Personal Development Plan and continued professional development in

those areas relevant to their role and will ensure that the same process is undertaken to any line managed staff.

38. On occasions work in the evening or at weekends.

39. Carry out all duties in accordance with current health and safety legislation.

Values and Behaviours

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, this means in our work we are:

Connected: We put Swindon and its people at the heart of everything we do.

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, "is what I am doing in the best interests of Swindon and its people,"?

Resilient: We are forward thinking and work smart

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

Brave: We respect and work together with our colleagues and customers to achieve success

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

Competency-Based Person Specification

Job Title:	Reparation Co-ordinator (YOS)
Directorate:	Children's Services
Division:	Youth Offending Service
Responsible to:	Operational/Team Manager (YOS)
Responsible for:	None
Grade:	L

It is essential that your written application gives evidence or examples of your proven experience in each of the criteria marked application. Evidence of other areas will be sought at interview and/or assessment.

Criteria	Code	Description	Short- listing criteria
Qualification	Q1	Recognised qualification in Youth Justice and/or Youth work or a related field.	Application
Key knowledge	K1	Substantial knowledge of current legislation, effective practice and safeguarding relating to youth justice.	Application
	K2	Sound understanding of the design and implementation of effective practice.	Application
	K3	Up to date professional and technical expertise in relation to youth offending.	Application
Experience	E1	Significant experience of working in a Youth Justice or Youth work setting.	Application
	E2	Experience of supervising and managing projects in a relevant setting.	Application
	E3	Ability to communicate effectively (English - verbally and written) and to create and maintain positive working relationships with children, young people, parents and a wide range of other professionals and agencies inc chairing meetings.	Application
Other Requirements	R1	Able to work outside normal office hours including evenings and weekends.	
	R2	This post is subject to an enhanced DBS check.	