

ROLE PROFILE

Job Title	Referral Order, Reparation and Volunteer Coordinator
Barnet Band & scale range	Grade H
Reports to	
Service area	Youth Offending Team
No. of staff responsible for	None, service volunteers
Budget responsibility (£)	None

1. Purpose of Job:

- To administer the statutory Referral Order process in line with Youth Justice Board guidance and legislation
- To coordinate the recruitment, training, support and deployment of volunteers working with the Youth Offending Team in a variety of roles including referral order panel members, reparation supervisors and intensive supervision and support volunteers
- To source and conduct health and safety assessments of reparation projects

2. Key Accountabilities:

- To recruit, train, supervise and support the volunteer community panel members
- To recruit, train, appraise and support volunteers working in other areas of the Youth Offending Team
- To have oversight and administrative responsibility for the efficient operation of the Referral Order process ensuring full compliance with statutory requirements
- To manage the development and deployment of volunteering across the service
- To convene and coordinate Youth Offender Panels within statutory timescales
- To organise community-based venues and maintain systems for the efficient organisation of the Panels including arrangement of transport or interpreters if required
- To liaise with youth offending team officers to facilitate preparation of reports for Panel Meetings
- To ensure the views and wishes of victims are taken into account during the referral order process facilitating their attendance at panel meetings as much as possible
- To assist the Panel in drawing up the Referral Order contract which will require attendance at Panel Meetings

- To source and conduct health and safety assessments of reparation projects
 - Develop a range of new reparation projects in the local community
 - To coordinate and supervise volunteer activity in reparation projects
 - Ensure volunteers are regularly supervised and provided with the opportunity to shape service developments
- 4. Change and Improvement:**
- To keep abreast of new legislation, guidance and regulations and to incorporate into practice
 - To monitor the service to ensure Referral Orders are delivered in a manner, which is inclusive, non-discriminatory and is underpinned by the principles of restorative justice
 - To contribute to the monitoring and evaluation of outcomes
- 6. Financial Responsibilities:**
- To work at all times within the Council's financial regulations and the service's delegated powers
 - To ensure all financial transactions are fully written up and accounted for
- 7. Health and Safety Responsibilities:**
- To observe Health and Safety policies/legislation
- 8. Other Responsibilities:**
- To contribute to the operation of the office duty system as required
 - To maintain essential client case records using the electronic case management system
- 9. Promotion of Corporate Values**
- To ensure that customer care is maintained to the agreed standards according to the council's values.
 - To ensure that a high level of confidentiality is maintained in all aspects of work.
- 10. Flexibility**
- In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.
 - This post requires the ability to work in the evenings and at weekends as necessary
- 11. The Council's Commitment to Equality**
- To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the work place and in the services the council delivers.

- To ensure services provided for young people are accessible to all members of the community and reflect the London Borough of Barnet Equal Opportunities Policy.

PERSON SPECIFICATION

Essential Qualifications required

Type	Level required
Professional qualifications/memberships	A recognised professional qualification relating to youth work, youth justice, social work, probation, police or health 2 years' experience of working with children and families in a youth offending service setting
Education	A standard of literacy, numeracy and communication skills, at least equivalent to 2 A-levels A*– C grades

Technical / Knowledge Requirements

Type	Description
IT skills	Competent user of Microsoft Word, Excel, PowerPoint, Outlook, and secure email Experience of using an electronic case management system such as Careworks or ASSET Plus
Knowledge	Knowledge of the legislation, guidance, government policy and research governing the work of the Youth Offending Service and in particular that which relates to the administration of the Referral Order process

Behavioural Competencies

Competency	Key to role
Communicating and influencing	Write fluently and succinctly using appropriate style
	Present ideas and views with confidence and clarity
Respecting others	Actively promote a culture that values equality and diversity
	Show empathy and understanding for the feelings of, and situations faced by others
Striving for excellence	Manage time and prioritise work to maximise productivity and effectiveness
	Ensure own work is of a high quality, accurate and timely
Setting direction	Coordinate the work of others clarifying their roles and responsibilities

	Seek to understand the need for, and respond proactively to organisational change
Managing performance	Take ownership for, and commit to achieving performance objectives
	Monitor and evaluate own performance against objectives
Developing talent	Recruit and select competent and talented individuals and induct them effectively into their role
	Coach others to maximise their skills and reach their potential
Team working	Share information with colleagues to deliver objectives
	Actively contributes ideas in team meetings or discussions
Cross Barnet working	Recognise the advantages of working with others across the council
	Think creatively of how problems can be solved with joint working
External partnership working	Readily and effectively work with representatives of partner organisations
	Identify and break down barriers to effective partnership working