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| REMEDI JOB PROFILE – RESTORATIVE JUSTICE PRACTITIONER  **Location:** Greater Manchester  **Hours:** 35 hours per week  **Salary:** £20,280 per annum plus 6% employer pension contribution  **Annual Leave:** 25 days plus bank holidays  **Deadline for application forms:** Wednesday 20th of October at 10am  ***Please return all completed applications form to: http://www.remediuk.org/careers-staff-vacancies/ GMRJ@remediuk.org*** |

Profile

The role of a restorative practitioner involves a significant amount of contact with people affected by and involved in crime. This contact is usually initiated over the phone and includes individuals who may be the victim or perpetrator of all crime types from Theft to Murder. Your role will involve supporting individuals in the community and in prisons, through the Restorative Justice process. You will work with victims and offenders to enable them to communicate effectively with each other in a final face to face meeting, ensuring risk assessing takes place throughout the whole process and final meeting. This process helps reduce reoffending and enables individuals to move forward from what has happened. It can be facilitated through a face to face meeting, verbally or in the form of a letter or through video and telephone calls.

**To facilitate this process, you will need to have certain skills and qualities:**

**Communication -** Listening and responding to what is being said so that people feel supported, valued and prepared to engage in a restorative intervention is an essential part of this role. There will also be an expectation that your first contact with people will be via a telephone call, so being able to engage with people over the phone is vital. The role requires a lot of daily partnership working with police, probation officers, prison staff, victim services both face to face and over the phone. Developing and maintaining professional and positive relationships with service users and the partner agencies we work with is essential and you must be confident and motivated to strive for this in your role.

Flexibility - Working with people requires a flexible approach to ensure they are seen at times convenient to them; this can involve working on evenings and weekends. In return, we don’t expect you to work a rigid 9-5 Monday-Friday working week. You will be expected to manage your diary effectively and be prepared to travel across the county to various probation offices, police stations and prisons (and occasionally other parts of the country). You will therefore be required to be extremely organized and excellent time management is essential. Whilst this role currently involves working from home due to the Covid-19 pandemic, you will be expected to work in the community again when national restrictions are eased.

Motivation – Well facilitated restorative interventions change lives for the better. We want you to do that. The nature of the role means generating work through phone calls, visiting victims at their home, seeing offenders in the community or prison and working in close partnership with other agencies. You are going to be out and about a lot. It is not the type of job where you are going to be sat at a desk all day with your manager down the hall. You will have to work on your own initiative and make judgements that take into account the needs of the people you are working with, your own workload and the specific contract requirements. Whist remote working has been increased due to the Covid-19 pandemic and practitioners are currently engaging service users over phone and video-call, you will be expected to return to the aforementioned work pattern once restrictions have eased.

There will be expectations on the amount of restorative work we want you to do. We want you to be the type of person that will see this as a challenge you want to meet because when it is achieved, lives are changed.

IT Capable – We want restorative practitioners to spend the majority of their time working with people. There is however a responsibility to record information accurately and promptly. As a result it is essential that you are proficient in using:

* Email
* Electronic calendar
* Word
* Excel
* Microsoft Teams

Recording the work is a vital in showcasing the great work you will be doing and is often a contract requirement.

Safe - We want you to work safely in all aspects of your role. This will mean following our own internal policies and procedures and will require you to consider safety in relation to the following aspects:

* Safeguarding
* Lone Working
* General Data Protection Regulations
* Confidentiality

What to expect

* The role is based in the boroughs of Rochdale, Oldham, Tameside, Trafford, Stockport, Salford and the City of Manchester, but will involve further travel across Greater Manchester and the neighbouring counties. So expect to travel a lot for which expenses will be paid, but you will need access to your own vehicle.
* A laptop and mobile phone to enable you to work remotely will be provided.
* Internal and external training will be provided throughout your employment with Remedi. The expectation is that you engage in this training and implement it within your working life. You will also be provided with a structured induction plan, which will include shadowing experienced practitioners in Remedi.
* DBS and vetting. This role will require bi annual DBS checks and police vetting to a very high level. The role will not commence until all vetting is cleared.
* You will have a Line Manager who you will meet individually at least once a month for Line Management Supervision and they will also be available during the week to provide support and guidance either face to face or by phone/email/Microsoft Teams.

Applying

If you would like to apply for this role, please download the application pack from the Remedi website: <http://www.remediuk.org/careers-staff-vacancies/>

Submit your completed application and equal opportunities form to [GMRJ@remediuk.org](mailto:GMRJ@remediuk.org) by Wednesday the 20th of October at 10am.

Before submitting an application, please make sure that you are available on the scheduled interview date of Tuesday the 26th of October and have a full driving license and access to a motor vehicle.