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**JOB PROFILE: IJ Criminal Justice Practitioner**

**35 hours (Cheshire)**

Are you empathic and caring?

Do you want a job that makes a positive change to people’s lives?

Do you want to help people be the people they can and want to be?

**If yes, then we’d love to hear from you**

**PROFILE**

This is an exciting opportunity to be involved in a brand-new initiative and the development of a large dedicated Immediate Justice Team in Cheshire, which will respond to ASB in the community.

This role will involve:

* Undertaking initial assessment calls to individuals affected by ASB and those responsible (youth and adult) to identify need and agree appropriate interventions.
* Completing risk assessments to manage any risk identified.
* Liaising with referring agencies.
* Working with organisations to support individual need.
* Managing a caseload.
* Organising, supervising, providing support and encouragement to enable service users (youth and adult) to undertake reparative activity to repair the harm caused by ASB. This can take many forms, such as environmental projects, arts-based projects, awareness raising campaigns, supporting local charity work/community clean-ups etc. Service users will need to be supported to engage safely with these activities and motivated to engage and get as much out of the experience as possible.
* Facilitating restorative communication between victims and offenders via a range of different methods.
* Signposting individuals to agencies to support needs.

**The skills and qualities you will need to do the job well are:**

**Communication**- As an IJCJ Practitioner, listening and responding to what is being said so that people feel supported, valued and cared for is an essential part of this role. There is 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. Good communication skills with children and young people is a must as is the ability to communicate in a clear, timely fashion (verbally and in writing) with professionals. Forming and maintaining relationships with the community placements we use is vital to the success of the work.

**Flexibility-** Working with people requires a flexible approach to ensure they are contacted at times convenient to them. 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. Working weekends and early evenings is highly likely and will be required to meet the needs of service users.

**Motivation-** The role is extremely rewarding and can leave you with a high level of pride; to know you have potentially changed someone’s life is hugely rewarding. It is a vital part of the role to work in close partnership with other agencies, attend regular meetings and establish new relationships. It is not the type of job where you are going to be sat at a desk all day with your manager next door. You will have to work from your own initiative and make judgements that consider the needs of the people you are working with, your own workload and the specific contract requirements. Many of the service users (youth and adult) we support face a number of challenges and can find it difficult to engage. You will need to provide encouragement and support in order to meet their needs and to motivate them to engage.

**IT Capable-** We want our team to spend the majority of their time working with people however, there is 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/Zoom

Recording the work you deliver is vital in showcasing the amazing work you will be doing. We have a bespoke case management system that you will be fully trained in during your extensive induction period.

**Safety-** 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 Regulation
* Confidentiality
* Reparative Activity Risk Assessments

**WHAT TO EXPECT**

The role is based across Cheshire and expenses are fully covered for travel, but you will need access to your own vehicle and driving license.

We strive to create balance between working from home and working collaboratively with colleagues however, there is an expectation that most of the role will be out in the community working with service users and supervising reparative activity particularly at weekends. This may involve physical activities such as working on an allotment, assisting with furniture projects, community clean ups, graffiti removal, community renovations and nature projects.

You will have a line manager/corordinator who you will meet individually at least once a month and they will also be available during the week to provide support and guidance.

We will provide:

* Full training
* A laptop and mobile phone
* Line management support and guidance
* The role requires a Police Vetting – Level 2 and an enhanced DBS check
* 35 hrs per week
* Starting salary £21,840 rising to £25,000 at the end of Year 2 in role
* 6% employer pension contribution
* 26 days leave per annum plus bank holidays