

Job Profile Information: Reparation and Participation Officer

Salary Range: £37,638 - £40,648 per annum

Job Level: Level 4, Zone 1

This supplementary information for Reparation and Participation Officer is for guidance and must be used in conjunction with the Job Capsule.

Level 4 Zone 1

Role Purpose:

To hold responsibility for the effective delivery of Reparation and Unpaid Work Programme in accordance with the Unpaid Work for young people guidance. To facilitate the delivery of group work programmes as applicable to the role of Reparation and Participation Officer in line with restorative approaches. To work alongside the Participation Lead to implement a Participation framework across the Integrated Youth Support Service with hard to reach/vulnerable children in order to inform and improve service delivery.

Example outcomes or objectives that this role will deliver:

To hold responsibility for overseeing reparation and unpaid work activities (using restorative approaches) ensuring that risk and safety and wellbeing is effectively managed at all times.

To hold responsibility for the organisation and placement of children on reparation and unpaid work activities taking into account safety questionnaire information and other diversity issues.

To develop and deliver reparation and unpaid work programme embedding accreditation and active citizenship, engaging creatively with children to ensure good outcomes in terms of behaviour and compliance.

To co-ordinate group work programmes and to arrange workers to flexibly cover activities including evening and weekends supporting and supervising children engaged in reparation and unpaid work activities.

To work alongside the Participation Lead to implement a Participation framework across the Integrated Youth Support Service with hard to reach/vulnerable children in order to inform and improve service delivery.

To co-ordinate regular participation sessions with groups of vulnerable children and ascertain feedback on a variety of subjects as part of the participation framework.

To collate findings and feedback to both the YOS Management Team and the YOS Management Board on findings.

To record in a timely manner (in line with National Standards) on the Youth Offending Service case management system and to communicate children's engagement, participation and compliance with colleagues.

To ensure the child's safety by carrying out dynamic risk assessments on new and existing projects and reviewing these according to regulation and guidance.

To continually review and evaluate the effectiveness of reparation and unpaid work, and group work projects using information from children, colleagues and others and to strive for

improved quality and service delivery and provide written and statistical reports as and when required.

To be responsible for managing a small budget to cover running costs of the reparation and unpaid work.

People Management Responsibilities:

This role will require the post holder to hold a small budget to secure equipment and parts for the various reparation sites.

Line Manage and supervise 3 sessional workers in accordance with Camden's policies.

Relationships:

The post holder will be required to liaise and work effectively with various teams and services across the directorate and with external agencies. Camden teams are supported to work within a family framework that builds on developing resilience with children and their families. This begins with staff teams feeling empowered to drive improvement and deliver excellent services.

Work Environment:

Flexibility is necessary in this post due to the range of activities and the types of children who are required to undertake reparation and unpaid work. The post holder may also be required to work evenings and weekends to meet the requirements of the post. Many of the activities are physical in nature and will require active participation. Post holder will be required to work with children who are deemed to be high risk.

Technical Knowledge and Experience:

QUALIFICATIONS

Essential:

- Restorative processes training
- Educated to degree level

Desirable:

- Professional Qualification in any of the following:
 - Social work (HCPC Registered)
 - Professional Certificate of Effective Practice (with considerable recent work experience in case management within the youth justice system)
 - Probation
- Project Management qualification (or working towards one)
- Group work facilitation training

KNOWLEDGE

Essential:

- Good understanding of approaches to child development; the purpose and methods of social and informal education within the context of youth justice system
- Understanding of the youth justice system and the role of multi-agency partnerships

- Knowledge of restorative approaches
- Knowledge of Youth Offending IT Systems
- Knowledge of confidentiality and data protection and understanding of its practical application
- Understanding of risk and safeguarding when working with young people.

Desirable:

- Knowledge of AQA accreditation processes.

SKILLS

Essential:

- Proven ability in engaging with children, setting and maintaining clear boundaries, building relationships and positively influencing change.
- Proven ability in establishing effective working relationships within a multi-agency environment.
- Ability to plan, monitor and evaluate reparation and unpaid work against national inspection frameworks and national / local performance indicators, and take direct action to address and improve work that does not meet quality standards.
- Proven ability to communicate effectively with difference audiences, verbally and in writing and an ability to write clear and concise reports within a youth justice environment to fixed timescales.
- Excellent negotiation and influencing skills with an ability to develop successful partnerships with agencies, developing and delivering joint work to a high quality standard.
- Ability to take responsibility for planning own work, consistently achieving and delivering to time and quality, despite tight timescales and conflicting priorities.
- Ability to contribute to an integrated team approach and demonstrating strong personal initiative
- To respect and value diversity with due regards to Camden's equal opportunities and valuing diversity policy.
- Ability to work innovatively and creatively with children and families
- Proficiency in IT skills including MS Office.

Desirable:

- Practical skills in different skills sector such as gardening/painting and decorating etc.

EXPERIENCE

Essential:

- Experience of direct work with vulnerable children, their families in a formal and informal network i.e. one to one, group work, outreach and detached basis
- Substantial experience of working with children who are considered to be at risk, this will include children who are at risk of crime and ASB, NEET, SEND, exploitation etc.
- Experience of assessment, planning and delivering intervention/programmes for children effectively/successfully

- Experience of working closely with a wide range of networks including Health, Police, Education, Crime Reduction, Youth Justice and children's safeguarding colleagues.
- Experience of working with children, adolescents and their families within a diverse community.
- Experience of delivering group interventions with children
- Experience of writing and overseeing the achievement of AQA's

Camden Way Five Ways of Working

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>

Chart Structure

