# logoJOB DESCRIPTION

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| **DIRECTORATE:** CHILDRENS SERVICES  **SECTION:** YOUTH OFFENDING SERVICE |

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| **JOB DETAILS:****Job Title:** Victim Services Co-ordinator**Grade:** The City Council are currently in the process of undertaking a job evaluation exercise as part of its commitment to achieve an equitable grading system for its staff. It is envisaged that this system will be ready for implementation for the budget year 2005/06. It is inevitable as a consequence of this that the grade of some jobs will change. Implementation will be phased over a period of up to 3 years at the conclusion of the process and in consultation with our Trade Union colleagues. Progress in respect of the job evaluation exercise will be communicated to all staff via regular newsletters and briefings as appropriate.**Location of Work: St Simon Street** **Directly responsible to:** Operational Manager Youth Offending Service.**Directly responsible for:** **Hours of Duty:** 36 hours per week**Post Ref No:**  |

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| **PRIMARY PURPOSE OF THE JOB:**Salford Youth Offending Service is established under the Crime and Disorder Act with the aim of preventing offending by children and young people. The team includes staff from the Children’s Service’s Directorate, the Police, Probation and Health, and works in partnership with a variety of other organisations. The post-holder will work closely with the other Victim Services Co-ordinator, to provide an enhanced service to the victims of Youth Crime.Training will be provided to facilitate the professional development of the post holder |

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| **MAIN DUTIES AND RESPONSIBILITIES/ACCOUNTABILITES:**1. To contact the victims of offences committed by young people to establish the potential for a restorative intervention which would be beneficial to the victim
2. To work with the case manager in the YOS in assessing the young person’s suitability for a restorative intervention and undertaking victim focused work.
3. To facilitate face to face meetings with young offenders when the victim is agreeable
4. To chair Restorative Justice Meetings in accordance with good practice guidelines and national standards.
5. Where face-to-face meetings would be inappropriate, to ensure that the young person and their family are aware of the views of the victim and the impact the offence has had on them.
6. To advise members of the YOS on the kinds of reparation that would be agreeable to the victim.
7. To ensure that members of the service, and volunteers bring a victim perspective to their work, by developing and providing training, as well as promoting good practice, and procedures.
8. To support, develop and co-ordinate Referral Order volunteers.
9. **8** When appropriate, design and deliver programmes of restorative work to enable young people to have improved awareness for the impact of anti-social behaviour and crime on others, and as appropriate, make amends for any wrong they have done. This will include working in schools, PRUs and other community settings.
10. To develop and review protocols with the Police, and the CPS, to enables victim information to be exchanged.
11. To agree a protocol for joint working with partners in Salford who work with and provide services to victims. Namely, Victim Support, the Victim and Witness outreach service, and the National Probation Service.
12. Ensure that the Courts, CDRP and the YOS Management Board, are aware of the work of the service in relation to victims, by submitting reports and facilitating presentations.
13. To collate information on victim involvement and victim satisfaction, as well as any other statistical requirements required by the Youth Justice Board or partners.
14. To be involved in any Greater Manchester wide initiatives regarding victims or Restorative Justice.
15. To utilise the YOS database to record victim contact and information.
16. To participate and contribute to team meetings and team briefings, as well as developmental sessions.
17. To act as an Appropriate Adult for young people held in Police Custody
18. To ensure that work with victims and young people is sensitive to both diversity and equality issues.
19. The post holder shall carry out his/her duties with full regard to the City Council's Equal Opportunities Policy, and the YOS Diversity policy.
20. The post holder shall contribute to and demonstrate a commitment to the City Council’s Crime and Disorder Reduction Strategy.
21. The post holder will ensure that all information received and disseminated, whether verbal or written, concerning all employees, prospective employees or clients, is treated in the strictest confidence, and that all such information is stored securely.
22. To act at all times with due regard to the Authority's and the YOS Health and Safety Policies, Home Visiting Policy and related Codes of Practice.
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| The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change; existing duties may be lost and other duties may be gained without changing the general character of the duties or the level of responsibility entailed. Consequently, the Authority will expect to revise this job description from time to time and will consult with the post holder at the appropriate time. |

**Date Job Description prepared/revised: 9th February 18**

**Prepared/revised by: Kay Davidson**

**Agreed Job Description signed by Holder: ­­­­­­­­­­­ ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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09 May 2018

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