

Community Payback Co-ordinator

Role Profile

Service: Partnerships and Communities

Grade: 5

Reporting to: Community Safety Manager

Responsible for: Supervising Adult offenders undertaking unpaid work in the community



We Have

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position as the region's economic powerhouse.

We have a diverse culture and history and lead the way in innovative groundbreaking initiatives, all aimed at supporting change, positioning the Council and ensuring it is able to continue providing key services to the most vulnerable. Trafford Council and its partners in the public, private and third sectors are embarking on a Vision for 2031, which sees us working together to close inequality gaps and maximise Trafford's huge potential and ensure that we have **No one held back, No one left behind**. The principles behind this vision are:

People - We will help you to help yourself and each other

Place - Create places where people want to live, learn, work, invest and relax



Our Culture

Trafford Council employs around 4000 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our values.

At Trafford Council we:

Engage the people of Trafford

Are always Improving

Lead the way

Act with Integrity

Value our People

Use Time and Money wisely

You Have

Your Strengths

The 'You have', 'Your strengths' and 'A day in the life' sections of this Role Profile are there to give you an understanding of what skills, knowledge and experience we would like you to bring with you and how you might succeed in your role.

We are a values based organisation, so reflecting our values in your evidence will support your application.

- **Qualifications/Training etc.**

- **Experience**

- **Knowledge**

- Hold a relevant Health and Safety qualification
- NVQ level 3 or equivalent
- GCSEs A to C in Maths and English or equivalent
- 2 years relevant experience
- Experience of running practical projects or of a practical nature
- Experience of effectively conducting risk assessments
- Experience of working in a public facing service or environment
- Evidence of knowledge and understanding of safe working practices relating to practical tasks
- Experience of dealing with challenging behaviour
- Knowledge of practical work and safe use of tools
- Knowledge of Health and Safety requirements
- Good working knowledge of MS Office
- Demonstrate an awareness of the Vehicle/Machinery check procedures

<ul style="list-style-type: none"> • Knowledge of practical work and safe use of tools <p>Special Working Conditions</p>	<ul style="list-style-type: none"> • Ability to exchange orally and in writing varied information with a range of audiences • Ability to provide a quality customer focused service for projects • Ability to plan and organise a team of people to deliver practical projects • Ability to ensure that offenders subject to a Community Payback requirement understand and adhere to agreed standards of behaviour in projects • Ability to work on own initiative, to effectively prioritise and allocate work to team members. • Ability to direct and lead people in such a way that secures commitment, motivation, and achievement of standards set. • Ability to work under pressure, remain calm and make decisions with the minimum of supervision, maintaining confidentiality <p>A willingness to work flexibly and, when necessary, to undertake work out of core hours and at weekends. Includes most Saturdays or Sundays, over a minimum of 3 weekends per calendar month)</p> <p>To have a full clean driving license for 9 seater minibus (Category D1)</p>
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A day in the life

Your Main Priorities

- To identify, risk assess, allocate and supervise offenders on Court Orders carrying out Community Payback in the place of Trafford.
- To ensure community payback projects align with Trafford Council and Trafford Partnership priorities.
- To liaise as required with external organisations including Sentencing Bodies and Safer Trafford organisations; and other Council services; and to ensure the project contributes to and delivers the Crime Strategy and Building Stronger Communities Strategy in Trafford.

Key duties

- To identify relevant projects where Community Payback hours can be completed and ensure relevant checks such as the risk assessments are completed in accordance with Probation Services and Trafford Council guidelines.
- To be responsible for the economic and efficient use of tools, equipment and materials on site, in accordance with the risk assessment and health and safety regulations.
- To supervise and support groups of offenders on practical outdoor tasks including the training of any tasks and the use of any equipment. Along with ensuring any personal protective clothing and equipment is worn correctly.
- To ensure that faulty or damaged tools are dealt with in accordance with recognised procedures.
- To build effective working relationships at all levels across a wide range of partners, including Safer Trafford Partners, Courts and the Voluntary, Community and Social Enterprise sector.
- To liaise with the allocated line manager, CRC/Probation Services and Locality Enabling Groups to monitor progress of tasks and delivery of the service.

- To create and maintain a list of approved projects lodged with the Courts and provide process reports to the Courts and the Safer Trafford Partnership.
- To drive a minibus and transport offenders, equipment and materials as required.
- To ensure all routine maintenance on allocated vehicles / machinery / equipment is carried out, as required, e.g. oil check, maintain water levels, clean vehicle and associated mechanisms.
- To report any defects on any allocated vehicle / machinery / equipment, which may impair performance as appropriate.
- To undertake any duties commensurate with the grade of the role.

Date prepared/revised: 01/05/18

Prepared/revised by: Kerry Purnell, Head of Partnership and Communities

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.