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**Restorative Justice Coordinator Cork and Kerry**

**Background to Le Chéile Mentoring & Restorative Justice**

The original Le Chéile Restorative Justice Project established in Limerick City in 2010 to work with young people involved with Young Person Probation, has developed an effective model/framework for working restoratively with young people within the justice system.

The South-West project will extend RJ services to Counties Cork and Kerry and is funded by the Department of Justice through the Probation Service.

**The role of the Restorative Justice Coordinator**

The Restorative Justice Coordinator’s role is to establish and coordinate Le Cheile’s Restorative Justice service in counties Cork and Kerry, for people involved in the criminal justice system, who have been referred by the Probation Service, An Garda Siochana and other appropriate referral agencies.

#### **Our Vision**: Our vision is that every child and young person, Le Chéile Mentoring works with, will be supported and empowered to realise their hopes and dreams.

#### **Our Mission:** Le Chéile Mentoring is a national, volunteer mentoring, restorative justice and family support service, which supports children, young people and their families, where the child or young person is involved in or at risk of offending. We provide tailored supports, in partnership with other organisations, working along-side children, young people and their families, to enable them to reach their potential now and into the future.

For more information on Le Chéile, visit [www.lecheile.ie](http://www.lecheile.ie)

**Reporting to**: Southern Regional Manager.

**Working relationships:** The Restorative Justice Coordinator will work closely with the Southern Regional Manager, Probation Service personnel in the region and other Le Chéile staff, particularly the local RJ and Mentoring Coordinators.

### **Principal duties and responsibilities**

**1. Deliver RJ services/programmes in the assigned region**

* Case work directly with people referred, on a one to one and group basis, guiding them through the Restorative Justice process and supporting them. Currently the RJ models used include Victim Empathy Programme, Reparation and Restorative Conferences.
* Ensure the young person/adult, families, and victims, going through the restorative process are fully informed and understand what is involved.
* Ensure the restorative process is completed and that all stages of the process are monitored and documented.
* Ensure all paperwork and the Outcomes star are properly completed and maintain clear and complete records in each case file.
* Train, prepare and debrief volunteers as required for restorative conferences and reparation work.
* Ensure as many victims of crime as possible are made aware of the availability and benefits of restorative justice locally.
* Communicate regularly with participants engaging in the Restorative Justice process.

**2. Case and KPIs Management**

* Ensure that KPI’s are met in relation to your region.
* Update records of all cases monthly, for internal and external statistical purposes.
* Ensure adherence to Le Cheile’s Child Protection Policy at all times in your region.
* Report child protection concerns as a mandated person under Children First.
* Liaise with management and evaluators to ensure successful completion of evaluations as required.
* Pro-actively investigate regional needs and facilitate and deliver other programmes as necessary. Monitor and follow through on the completion of restorative contracts.
* Provide monthly updates to the Southern Regional Manager.
* Perform any other duties as requested by the project to ensure full-service uptake and delivery.

**3. Recruit and Train Volunteers / Professionals**

* Assist the Cork Mentoring Coordinators with recruiting, selecting, training and maintaining a core team of volunteers, which includes those with the experience of being a victim of crime.
* Recruit, select, train and maintain a core team of volunteers in Kerry that includes those with the experience of being a victim of crime.
* Facilitate regular group supervisions to local volunteers as required.
* Develop, design and facilitate Restorative Justice workshops and training for Community, Voluntary and Statutory sectors as required.

**4. Networking and Promotion**

* Liaise with the Probation Service Restorative Justice and Victim Services Unit.
* Collaborate and coordinate with other Le Cheile RJ staff in organising an annual restorative justice conference/event.
* Engage in activities to promote awareness of RJ and referrals with Probation Officers and An Garda Síochána.
* Network and liaise with other agencies and stakeholders and attend relevant community meetings/public events to promote and fulfil the needs of the project.
* Organise, prepare, and engage in presentations and meetings as required.

**5. Staff Support and Supervision**

* Manage and provide support of staff reporting to them.
* Ensure that all staff receive regular support, supervision, performance management and annual appraisals.
* Identify and address staff training needs and promote continuous learning.
* Oversee the recruitment and induction process for new staff as required.

**6. Policy & Quality Standards**

* Adhere to the ethos of the Le Chéile organisation as a whole.
* Ensure compliance with all policy and procedure guidelines.
* Maintain close communication with the Southern Regional Manager, relevant stakeholders and other referring agencies as required.
* Participate in Le Chéile team meetings and other duties as necessary.
* Maintain and update all case files and paperwork.
* Update the Case Management System database weekly with case notes.
* Provide statistical reports to Management on a monthly basis.
* Contribute to the review of Le Chéile policies and procedures as required.

**7. Information gathering and research on RJ**

* Compile and submit reports to Le Cheile and the Probation RJ unit as required.
* Keep abreast of best practice and research on Restorative Justice.

**8. Budgets**

* Maintain accurate records related to budget expenditures and ensure they are within budget limits.
* Staff expenses and debit card spend to be accurately maintained and submitted to accounts department monthly.

**9. Requirements of all Le Chéile staff**

* Commitment to the vision, mission, values, and policies of Le Chéile.
* Participate in regular supervision with your manager and report any matter of concern in a timely manner.
* Work closely with Le Chéile staff locally and nationally and attend Le Chéile training, supervision, and other organised events.
* Identify your training needs with your line manager and participate in relevant training opportunities.
* Be flexible regarding working hours to meet the needs of the work, including some evenings and weekends. Working during unsocial hours is required. Flexibility is essential.

Other duties appropriate to the role as may be required from time to time.

Note: This Job Description will be reviewed and updated in line with the needs of the work and Le Chéile.

### **Person Specification**

**Qualifications & Experience:**

**Essential Requirements**

* Recognised qualification in one of the following Youth and Community Work, Social Work, Psychology, Social Science or other related area.
* 3 years full time paid experience of working with and effectively engaging people

in the justice system or other relevant experience.

* Case Management experience.
* Record keeping and report writing experience.
* Organisational, planning and administrative skills.
* Communication and interpersonal skills (written, verbal and listening).
* Facilitation and Programme delivery skills.
* Computer skills including the ability to use word-processing programs.
* Ability to work as part of a team within le Cheile as well as working with other. agencies and to develop professional relationships and networks.
* Clean Driving License and own car.

**Desirable Requirements**

* Understanding of and experience in delivering and facilitating training/programmes related to Mentoring, Parenting and Family Support.
* Experience and knowledge of Restorative Justice.
* Experience in and understanding of the youth justice system, the Probation Service and or youth work.
* Analytical, decision making and problem-solving skills.
* Experience of recruiting and training volunteers.
* Experience of supporting and supervising volunteers or staff.
* Budget administration experience.

**Candidates will be subject to Garda vetting and must be of good character.**

### **Terms of Employment**

**Salary Range:** €43,000 to a maximum of €55,000 per annum

(Commensurate with experience)

**Annual Leave:** 25 days per annum plus 1 day per year of service up to a maximum of 30 days.

**Location: Kerry (TBC)**

**Blended working:** Le Chéile has a policy of blended working.

**Terms of Contract**:

**Contract:** A contract of Indefinite duration, subject to renewal of funding.

**Probation:** A probation period of 6 months.

**Hours:** 37 Hours per week. Co-ordinators will be required to work a number of evenings each month and some weekends. Flexibility will be required.

**Responsible to:** Southern Regional Manager.

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