

## Restorative Justice Project Officer

### **Background to Le Chéile & Restorative Justice in Limerick**

Le Chéile Mentoring works to make positive changes in the lives of young people who offend and their families, through the provision of Mentoring, Family Support and Restorative Justice Services. We provide tailored and flexible services with young people at the core. We work in partnership with the Probation Services and other agencies to reduce the level of crime in the community.

The Le Chéile Restorative Justice Project was established in Limerick City in 2010 to work with young people involved with Young Persons Probation. The project is funded by Limerick City & County Council, the Victims of Crime Office and Irish Youth Justice Services through the Probation Services. The Restorative Justice Project in Limerick aims to establish an effective model/framework for working restoratively with young people within the justice system.

The overall aim of the Restorative Justice Project is to contribute to the development of social cohesion and harmony within communities in Limerick and surrounding areas. Specific goals include: reduce the incidence of youth crime and anti-social behaviour, reduce fear of crime and to promote community safety.

**Our Vision:** For every young person at risk - the right supports at the right time, to make the most of their lives

**Our Mission:** Le Chéile Mentoring is a national, volunteer mentoring and family support service, which works with young people and their families, where the young person is involved in or at risk of offending. For more information on Le Chéile, visit [www.lecheile.ie](http://www.lecheile.ie)

### **Principal Duties and Responsibilities**

#### **1. Work as part of Le Chéile Staff Team, adhering to all policies, procedures and the ethos of Le Chéile.**

- Work within the ethos of the Le Cheile organisation as a whole
- Adhere to all policies and procedures as laid out by Le Chéile
- Work closely and communicate regularly with the Southern Regional Manager, relevant stakeholders and other referring agencies as required.
- Participate in Le Chéile team meetings and other duties as necessary

#### **2. Support, inform and monitor young people, victims and families through the Restorative Justice process.**

- Case work directly with young people on a one to one and group basis, going through the Restorative Justice process and supporting them through the RJ Life Cycle
- Ensure the Young Person, families and victims, going through the restorative process are fully informed and understands what is involved.
- Ensure the restorative process is completed and that all stages of the process are monitored and documented.
- Ensure forms and paperwork are properly completed and maintain clear and complete records in each case file
- Monitor and follow through on the completion of restorative contracts.
- Provide monthly updates to the Southern Regional Manager.
- Support Volunteers on a one to one basis as required (Reparation & Victim Impact Panel)

**3. Recruit, Train and Support Volunteers / professionals who will assist young people through the restorative process and ensure best practice throughout this process**

- Recruit volunteers for the project.
- Provide training, support, advice and orientation to Restorative Justice Project volunteers.
- Organise ongoing trainings for Restorative Justice volunteers
- Deliver and facilitate Restorative Practices training to Community, Voluntary and Statutory sectors as required.

**4. Network and liaise with other agencies and stakeholders to promote and meet the needs of the project and client base**

- Assist the Southern Regional Manager in promoting the RJ Project within Limerick and surrounding areas.
- Assist the Southern Regional Manager in encouraging and supporting referrals from agencies ie the Probation Services and An Garda Síochána.
- Communicate regularly with participants engaging in the Restorative Justice process
- Support the Southern Regional Manager in presentations and meetings when required.
- Assist in developing partnerships within the community to develop and promote RJ.
- Pro-actively promote and market the service where and when necessary.
- Educate the community about Restorative Justice Principles as required.
- Attend relevant community meetings.

**5. Assist in gathering information and conducting research on RJ**

- Submit Restorative Justice Paperwork and records to the Southern Regional Manager as required.
- Assist the Southern Regional Manager in gathering and collating research on Restorative Justice Models and practices/ cases.
- Identify and adhere to Restorative Justice international best practices.
- Perform other duties as required

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

### Essential requirements

- Degree in Youth and Community Work, Criminology, Education, Social Work, Psychology, Social Science or other related area.
- Two years full time paid experience of working with young people on a one to one and group work basis.
- Excellent organisational, communication and presentation skills.
- Clean Driving License and own car.
- Experience in facilitating group work programmes and training volunteers/ professionals.
- Experience of working with and supporting volunteers.

### Desirable Requirements

- Experience in and understanding of Young Person's Probation and Community Based Organisations
- Excellent networking skills and the ability to liaise with the key players involved.
- Experience of working with Young People, Families and Victims in a youth work/youth justice setting.
- Experience and knowledge of Restorative Practices/ Restorative Justice.
- Trained and experienced in Restorative Practices/ Restorative Justice.
- Knowledge of Salesforce and Outcome Star.

### Knowledge

- Restorative justice theories and models.
- An understanding of the community justice system.
- Young People and Adolescent development.
- Adult Learning and community development.

### Skills:

- Communication skills (written, verbal and listening).
- Analytical and problem solving skills.
- Ability to devise and implement a one to one and group based programs for young people and training programs for volunteers/ staff.
- Team building skills.
- Decision making skills.
- Effective negotiation and mediation skills.
- Computer skills including word-processing programmes.
- Stress management skills.
- Excellent organisational, administrative and time management skills.

### Attributes

- Adhere to the goals and ethos of Le Chéile, Young Person's Probation and Limerick City & County Council.
- Honest and trustworthy.
- Respectful.
- Possess cultural awareness and sensitivity.
- Flexible.
- Demonstrate sound work ethics.
- Must maintain strict confidentiality in performing their duties.

## Terms of Employment

<b>Job Title:</b>	Restorative Justice Project Officer
<b>Location:</b>	Limerick & Surrounding Areas
<b>Reporting to:</b>	Le Chéile Southern Regional Manager
<b>Closing Date:</b>	5pm Friday 7 <sup>th</sup> January 2021
<b>Term of Contract:</b>	Permanent (subject to funding)
<b>Probation Period</b>	A probation period of 6 months, extendable to 9 months will apply
<b>Hours</b>	37 Hours per week. RJ Project Officer will be required to work a number of evenings each month and some weekends. Flexibility will be required.
<b>Applications can be emailed to:</b>	<a href="mailto:dervlapotter@lecheile.ie">dervlapotter@lecheile.ie</a>
<b>Salary Range</b>	€ 32,000 – € 42,000 commensurate with experience
<b>Annual Leave</b>	24 days per annum