



## **Le Chéile Coordinator-Galway**

### **Le Chéile Mentoring**

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.

**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)

### **The Role of the Coordinator**

The coordinator's role is to establish and coordinate a mentoring and restorative justice service in County Galway for young people and parents/carers, who have been referred by the Probation Service, An Garda Síochána and other partner agencies.

The mentoring service is provided by volunteer mentors, supported by the Coordinator. The coordinator recruits, trains and supports suitable volunteer mentors from their community.

The Restorative Justice service is delivered by the Coordinator and involves one to one work with the young person and sometimes with a victim of crime.

Participants may partake in mentoring and/or restorative justice programmes and interventions, depending on individual needs. Volunteers can either be matched with young people, parents / carers or can also take part in restorative justice interventions.

The coordinator provides ongoing support to the mentor/mentee relationship through training, resources and supervision.

**Reporting to:** Southern Regional Manager.

**Working relationships:** The Coordinator will work closely with the Southern Regional Manager, Probation Service and other partner agency personnel in the region and other Le Chéile staff.

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## PRINCIPAL DUTIES AND RESPONSIBILITIES

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### 1. Recruitment & Training Volunteers/

- Recruit, select, train and maintain a core team of volunteers at any one time for youth mentoring, parent mentoring and restorative justice.
- Ensure that your volunteer team has an adequate number of volunteers who have experience of being a victim of a crime.
- Organise information evenings, advertisements and recruitment campaigns to select new volunteers on a needs basis.
- Provide Induction training to all volunteers.
- Provide ongoing training to volunteers, to include restorative conference training for those who have been a victim of crime.
- Respond promptly and professionally to enquiries about volunteering.
- Work closely with the Probation Service and An Garda Síochána to connect with and develop relationships with the victims of crime in cases relevant to the young people referred.
- Ensure as many victims of crime as possible are made aware of the availability and benefits of restorative justice locally.

### 2. Case and KPIs Management and Programme Delivery

- Ensure that KPI's are met in relation to your region.
- Case work directly with young people on a one to one and group basis, guiding and supporting them through the Restorative Justice process. Currently the RJ models used include Victim Empathy Programme, Reparation and Restorative Conferences.
- Matching, managing and overseeing all mentoring matches.
- Ensure the young person, 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.

- Update records of all cases on a monthly basis, for internal and external statistical purposes.
- Promote, support and deliver Parent and Family support programmes in the region including the Parenting Together Programme.
- Ensure that Le Cheile's Child protection policy is adhered to 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.
- Facilitate and deliver programmes as necessary on a needs led basis in the region.
- Pro-actively investigate regional needs and assisting in developing KPI's.
- Any other duties as requested by the project to ensure full-service uptake and delivery.

### **3. Support & Supervision**

- Provide fortnightly telephone calls to volunteers.
- Provide 2 individual supervision/appraisal sessions to each volunteer per annum.
- Provide regular group supervision of Mentors.
- Provide appropriate challenge and support to volunteers through supervision.
- Ensure that volunteers are clear about Le Cheile policies and procedures and are following them.
- Organise formal and informal volunteer recognition events throughout the year.
- Ensure that all participants in restorative conference meetings are adequately and appropriately prepared before and debriefed after the meeting.

### **4. Staff Support and Supervision**

- Management and support of staff reporting to them.
- Ensure that all staff receive regular support and supervision, performance management and annual appraisals.
- Ensure staff training needs are identified, responded to and that learning is promoted.
- Management of the recruitment and induction process for new staff as required.

### **5. Policy & Quality Standards**

- Ensure all Policy and procedure guidelines are being followed.
- Maintain and updating all case files and paperwork.
- Keep the Case management system database updated on a weekly basis with case notes.
- Provide statistical reports to Management and Senior Probation Officer on a monthly basis.

- Compile and submit quarterly statistics reports to Le Cheile and the Probation RJ unit.
- Gather and collate research on Restorative Justice Models and practices/cases.
- Ensure that all paperwork is received on a weekly/monthly basis from volunteers.
- Ensure that expenses forms are submitted to the Accounts Dept on a regular basis.
- Have the ability to disengage volunteers if necessary.
- Contribute to the review of Le Chéile policy and procedures as required.

## **6. Networking & Securing Referrals**

- Pro-actively ensure that adequate numbers of referrals are received from referral agencies.
- Attend relevant community meetings as required, including meeting with other CBOs.
- Maintain ongoing collaborations and cultivate relationships with the National Probation Victims/RJ unit.
- Collaborate and coordinate with other Le Cheile RJ staff in organising an annual restorative justice conference/event.
- Organise and attending case review meetings in line with Le Chéile policy.
- Liaise regularly with probation officers and attending team and local meetings.
- Ensure all referrals received by Probation and other referral agencies have been responded to within 3 days.
- Ensure all referrals are suitably matched/worked with.
- Engage in activities to promote awareness of Mentoring and RJ with Probation Officers and An Garda Síochána and secure appropriate referrals. Work closely with Le Chéile staff locally and nationally and attending all Le Chéile training, supervision and other organised events.

## **7. Budgeting**

- Accurate records to be kept in relation to budget spend and are within budget limits.
- Staff expenses and debit card spend to be accurately maintained and submitted to accounts department monthly.

## **8. 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.
- Identify your training needs with your line manager and participate in relevant training opportunities.

- To be flexible regarding working hours to meet the needs of the work, including some evenings and weekends. Working during unsocial hours is required.

Flexibility will be 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.

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## PERSON SPECIFICATION

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### 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 young people in the justice system or other relevant experience.
- Case Management Experience.
- Organisational, planning and administrative skills.
- Record keeping and report writing experience.
- Experience of recruiting and training volunteers.
- Experience of supporting and supervising volunteers or staff.
- 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.
- Communication and interpersonal skills (written, verbal and listening).
- Facilitation and Programme delivery skills.
- 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 of Restorative Justice.
- Analytical, decision making and problem-solving skills.
- Experience in and understanding of the youth justice system, the Probation Service and or youth work.

- Budget administration experience.

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

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#### TERMS OF EMPLOYMENT

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<b>Salary Range:</b>	€43,000 to a maximum of €55,000 per annum (Commensurate with experience)
<b>Annual Leave:</b>	25 days per annum plus 1 day per year of service up to a maximum of 30 days.
<b>Location:</b>	Galway
<b>Blended working:</b>	Le Chéile has a policy of blended working.
<b>Term of Contract:</b>	Contract of Indefinite duration, subject to funding.
<b>Probation:</b>	A probation period of 6 months will apply.
<b>Hours:</b>	37 Hours per week. Co-ordinators will be required to work a number of evenings each month and some weekends. Flexibility will be required.
<b>Responsible to:</b>	Southern Regional Manager.



**An Roinn Dlí agus Cirt**  
Department of Justice