**Volunteer Roles: Essex Restorative and Mediation Service Facilitator**

**Reports to:** Restorative Justice Hub Development Manager

**Location:** The Restorative Justice (RJ) hub will be based, for the at Office for the Police and Crime Commissioner (PCC), Hoffmanns Way, Chelmsford, although work will be carried out across the county (in your local district)

**Role:** The Volunteer Facilitator roles involves facilitating restorative interventions between a harmed person or group of people (the victim/s), and the person or people responsible for causing harm (the perpetrator), with the aim of giving victims a voice, and all parties agreeing how amends can be made. These interventions can include face-to-face meetings, or indirect communication (such as letters) between parties.

*Restorative Justice (RJ) Facilitator:*

An RJ facilitator will work with cases involving victims and perpetrators who have been involved in an incident of crime or Anti-social behaviour. The process involves getting the people or people involved together to discuss what has happened and what should happen next (known as outcome agreements)

*Community Justice Panel (CJP) Facilitator:*

The volunteer CJP Facilitator role involves organising and facilitating panels (meetings) between those who have caused low-level crime and/or Anti-social behaviour and those who have been affected by it (i.e. neighbours, local businesses etc.). panels also include relevant professionals such as Police, Housing Associations and Environmental Health.

Volunteers will be offered support and guidance throughout the process by a team in the PCC’s office and partners from the wider team.

Evidence shows that Restorative interventions, which give both victims and perpetrators the opportunity to discuss the incident/s and ask questions of each other, increases victim satisfaction and helps to reduce offending.

Volunteer Facilitators visit victims and perpetrators in their own homes, local towns or criminal justice organisations (probation offices and prisons). (Meeting places will be arranged by the volunteer and participants)

**What do we want from you?**

For the Restorative and Mediation Service to operate successfully, volunteer facilitators will make contact with participants and guide them through the Restorative Justice or Community Justice Panel process.

Specifically, volunteers will be required to carry out the following activities and duties as a facilitator:

* Meet with participants (victims, perpetrators and those involved in neighbour disputes) in the restorative justice process.
* Explain the RJ process to all participants, including what is expected of them and the potential risks involved.
* Liaise with relevant stakeholders, such as offender management and Victim Support, in individual cases to ensure minimal risk and appropriate support for participants.
* Bring victims, offenders and supporters together in the same venue to meet face-to-face
* Monitor outcome agreements and ensure they are completed and updated.
* Debrief and supervision meetings with Restorative Justice Coordinator to ensure high and consistent standards are met.
* Complete relevant paperwork and maintains case file information.
* Understand and comply with national and local policies and legislation
* Attend and contribute to meetings and training sessions as required.

**Skills, Values and Abilities**

* To understand and adopt the underpinning values and principles of Restorative Justice (see www.restorativejustice.org for more information)Good communication skills – written and oral
* Organisational skills
* Good people skills – working with and talking with a diverse range of people.
* Ability to explore and challenge your own beliefs about working with victims and offenders.
* Ability to reflect on the learning and challenges of the role
* Ability to work with others and draw on good practice guidance to keep yourself safe
* Ability to travel as necessary to carry out this work
* Ability to keep accurate and appropriate case notes safely and report back to managers effectively.

**Benefits of the role**

* 3 day facilitator training, designed by Restorative Solutions.
* A rewarding opportunity to help make a positive difference to people’s lives using an approach with a wealth of evidential support. The opportunity to give feedback and input into the development of a new and exciting way of working in the Essex criminal justice system.
* Possible opportunities for further training and accreditation in the future
* A chance to work within the criminal justice arena.

You will be offered individual and group supervision, and case management assistance.

**Special Requirements**

This is a volunteer post.

Version:1.10.0.3

Hash:8JA9f43g1NG5iNA4m8iANHrUwI8=

All applicants will undergo interview and training before they are confirmed in post.

Disclosure and Barring (DBS, formally CRB) and Essex Police vetting is a pre-requisite of this role. These check for information about you, held by Police, that is relevant to this role. This ensures that our volunteers and participants remain safe. Volunteers will need to undertake a vetting assessment every 12 months. National Security vetting will be reviewed every 5 years.

Applicants must be able to attend the 3 day Restorative Justice Practitioner training course prior to commencing the role. Dates to be confirmed.

**Time Commitment**

Volunteers should be expected to typically spend up to 18-20 hours on a case. This time may be spread over several weeks, possibly amounting to around 6 hours per week. Hours required relies on number of referrals received by the hub. Work will be carried out at times to suit the volunteer and participants, therefore some evening and weekend work will probably be required.

Given the nature of the role, and the level of training provided, we ask that you commit to a minimum of 12 months to this role

**Expenses**

Expenses and travel costs will be reimbursed.

This role is open to those aged 18 years and over