



**RESTORATIVE
SOLUTIONS**

reducing harm, resolving conflict

VOLUNTEER RECRUITMENT INFORMATION



**RESTORATIVE
JUSTICE**

WEST YORKSHIRE

JOB DESCRIPTION/PERSON SPECIFICATION

Please note that you must be over 18-years-old to apply for a volunteering role within Restorative Justice West Yorkshire.

Job Title

Volunteer Restorative Justice Facilitator and, once you have completed the relevant training, Volunteer Restorative Justice Practitioner

Line Manager

Volunteer Coordinator

Purpose of the Role

Initially, you will cofacilitate the delivery of the Awareness Courses (with a Lead Practitioner) to those who have received a Conditional Caution. You will also facilitate restorative justice (RJ) for the harmed and the harmer, if this is requested.

After six months, you will cofacilitate RJ cases (with a Lead Practitioner), so that those who have been harmed by crime can move forward in a positive way. These cases may not always progress to a RJ conference.

You will also be asked to undertake other duties, such as making calls to those harmed by crime, to explain RJ.

Full training will be provided.

Work Location(s)

Initially, you will either co-facilitate the Awareness Courses over Zoom or at a location agreed between the Lead Practitioner and the participant. The courses will be run across West Yorkshire, however, you will be able to express your preference for specific districts (i.e. Bradford, Calderdale, Kirklees, Leeds and/or Wakefield).

When you begin to co-facilitate RJ cases, you will be travelling to locations both within and outside of West Yorkshire. In this respect, whilst it is desirable, it is not essential that you have a driving licence and/or access to a vehicle, as travel can be arranged with another Practitioner.

You will meet with both those who have been harmed, those who have caused harm and any other relevant party.

Hate Crime Awareness/Violent Crime Awareness Courses

You will be allocated cases to work (initially with a Lead Practitioner) by the Volunteer Coordinator. You will make contact with the harmed prior to the course to explain what the course entails and the RJ element of it. You will ask the harmed if they would like to have their voice heard during the delivery of the course (e.g. have the impact of the harm explained to the harmer or any questions answered by the harmer). You will also explain RJ and ask if either direct or indirect communication would help the harmed person to cope and recover.

Any resulting face-to-face meeting between the harmed and harmer will be facilitated by the Lead Practitioner with you observing. Once you have attended the practitioner course, you can facilitate these conferences.

For your information:

- both of these courses have been adapted for crimes against emergency workers; and
- the course delivery time is approximately two hours.

Restorative Justice

Once you have attended the Volunteer Restorative Justice Practitioner training course, you will be offered cases, to work either in pairs of volunteers (both of whom will have completed the training) or with a Lead Practitioner; you will receive email notifications from Lead Practitioners advising that there is a new case which you can volunteer to work.

As a Volunteer Restorative Justice Practitioner (VRJP), you will be required to explain the RJ process and assess all participants. It is then your responsibility to cofacilitate any direct face-to-face meeting or facilitate indirect communication.

The outcome of all meetings must be recorded (i.e. written notes) and fed back to the RJ Service Delivery team who will, in turn, report back to any relevant party/ies.

Key Duties and Responsibilities

The list below is an example of the duties that you may be asked to carry out, it is not exhaustive and some flexibility is required:

Volunteer Restorative Justice Facilitator

- Complete all mandatory training
- Attend monthly training sessions
- Contact those who have been harmed by crime to explain RJ as per the Corvus list
- Contact those who have been harmed by crime to explain about the Awareness Courses and RJ
- Source venues (where necessary and within an agreed budget) for the delivery of the Awareness Courses
- Cofacilitate the delivery of the Awareness Courses
- Cofacilitate any resulting RJ conference brought about by the Awareness Courses
- Contact the harmed for feedback about the RJ process

Volunteer Restorative Justice Practitioner

- Complete all mandatory training
- Attend monthly training sessions
- Contact those who have been harmed by crime and those that have caused the harm and arrange initial telephone calls or meetings with them at their home or an agreed venue to discuss RJ
- Carry out a continuous risk assessment and report any concerns to the Service Delivery Manager
- Source venues (where necessary and within an agreed budget) for any meetings
- Cofacilitate (with another Practitioner) home visits to prepare participants for attending a face-to-face RJ conference (if requested)
- Organise and visit any supporters that may attend the conference with either party (these may be other people affected)
- Contact all participants to confirm the RJ conference details
- Cofacilitate RJ conferences
- Complete the post-conference report
- Send the post-conference report to the Lead Practitioner, along with the Outcome Agreement

It is imperative that, as a volunteer, you:

- are organised and able to prioritise your work
- can work on your own initiative
- can be flexible and responsive to change
- are reliable, punctual and hardworking
- have an approachable and friendly manner
- can remain impartial

Time Commitment

We are looking for volunteers who are able to commit to working at least two hours per week.

All volunteers are required to attend the following:

- a one-day introduction to RJ training course
- four induction sessions
- six-monthly one-to-one supervision meetings
- monthly (one-hour) practice sessions

This is to ensure case work is in line with safe and best practice, as directed by the Restorative Justice Council's Restorative Practice Guidance 2020. Appointments with those participants in the Restorative Justice process are flexible to meet their needs and, as such, they can be during the day, in the evenings or at weekends.

Other Requirements

It is essential that you have an interest in working with victims of crime/harm and those who have caused harm. You will also need:

- Basic IT skills
- The ability to read and write to a good standard of English
- Good listening and verbal communication skills
- The ability to self-reflect and respect feedback from others
- The ability to work within the values and aims of RS

You must also be able to adhere to Restorative Solutions' policies and procedures. You will also need to have an email address and a computer (or equivalent device) that will allow you to have access to our Case Management System remotely.

Training and Support

Initially, you will be expected to attend a one-day RJ training session and three induction sessions, which will introduce you to the organisation and also the Hate Crime and Violent Crime Awareness Courses. Upon completion of the training in delivering courses, volunteers can then progress and attend a further two-day training course, where the outcome will be that you will become a Volunteer Restorative Justice Practitioner. This will equip you with the skills necessary to facilitate restorative processes.

Ongoing guidance and mandatory training, such as Data Security and GDPR, Safeguarding, Risk Assessment and Trauma Awareness is available in various formats, such as e-learning, workshops and full training sessions, either face-to-face or virtually. Other opportunities for training and development are also available.

Six-monthly one-to-one meetings and/or group supervision sessions will support all VRJP. Case supervision is carried out in accordance with the Restorative Justice Council's Restorative Practice Guidance (2020) when a VRJP is leading on a case(s).

Development Opportunities

After completion of the Volunteer Restorative Justice Practitioner course and, with facilitator experience, there may be opportunities to attend further training around sensitive and complex cases (e.g. Domestic Abuse and RJ and Harmful Sexual Behaviour and RJ).

Police Vetting

All volunteers will be subject to vetting by West Yorkshire Police. Previous convictions do not necessarily exclude people from applying for this role, each case will be assessed on an individual basis by West Yorkshire Police.

Please note that it is not always possible to carry out adequate vetting checks on people who have not been resident within the UK for the last three years. Therefore, where this applies, you should be aware that you may be not be offered a volunteer position because it is not possible to vet you to the appropriate standard.

Expenses

Volunteers will be reimbursed with expenses and travel costs whilst undertaking this role. These will be in line with Restorative Solutions' expenses policy.

Any other questions

If you have any other questions, please email us at rjwestyorkshire@restorativesolutions.org.uk.