



JOB DESCRIPTION

Job Title:	New Leaf Regional Coordinator – Buckinghamshire
Postholder reports to:	New Leaf Project Manager
Staff Reporting to this post:	None
Role Purpose:	To act as the local coordinator for the scheme which assists with the resettlement of prisoners by deploying trained volunteer mentors recruited from Faith Communities and other voluntary groups.

MAIN DUTIES AND RESPONSIBILITIES

1. Development and Delivery of Services and Standards

- Manage and further develop an effective mentoring scheme for short-term prisoners referred by probation, prison chaplaincies, other agencies (including self-referrals) using volunteers from faith communities and other voluntary groups in Oxfordshire.
- Undertake the above in line with best practice for mentoring schemes and the use of volunteers in the Criminal Justice System and the Scheme's own policies and volunteer handbook.
- To represent the project and work effectively with key statutory and voluntary agencies, including faith groups, prison chaplaincies, the Probation Service, local authorities, local housing providers, local substance abuse service providers and other voluntary groups.
- Monitor and report on key local outcome measures.
- Attend team meetings and provide regular reports to the Manager on the progress of the project in Oxfordshire, including reports of key outcome measures.

2. Management of Physical and Financial Resources

- Utilise office bases (Thames Valley CRC and Thames Valley Partnership) which will enable the scheme to be contacted and information to be recorded, exchanged and held securely in accordance with current legislation and relevant agency policies.
- Maintain appropriate, secure systems to record the activities of the Scheme with offenders and others.
- Record and monitor personal and volunteer expenditure.

3. Management of Systems and Information

- Ensure that all information is held securely and in accordance with the Data Protection Act and other relevant legislation.
- Manage systems, processes and protocols to enable information sharing, risk assessment and safe working practices to be achieved.
- Ensure that information is recorded in such a way so as to enable the measurement of key outcomes required by funding bodies.

4. People Management

- Recruit, train and supervise local volunteer mentors.
- Ensure that local volunteer mentors complete the relevant security and DBS checks prior to engaging in work with offenders.
- Convene regular support meetings for volunteer mentors.

5. General

- To undertake any other duties necessary to achieve a successful Scheme.
- You are required to comply with Thames Valley CRC's policies and expectations to safeguard and promote the welfare of children and to protect vulnerable adults at risk of abuse.

PERSON SPECIFICATION

SKILLS, KNOWLEDGE, ABILITIES

Essential

- Ability to demonstrate a knowledge of the use of volunteers (or the use of non-qualified staff) in a Criminal Justice, education, social work or community setting.
- Ability to demonstrate an understanding of how mentoring can contribute to the personal development and achievement of vulnerable groups.
- Ability to communicate through a range of media to a wide range of community groups from different backgrounds.
- An appreciation of the role different faith communities and other voluntary groups play in the delivery of services to the community.
- Ability to motivate volunteers working in an environment where service users present multiple problems.
- The ability to communicate effectively both orally and in writing.
- To hold a current driving licence and to have access to a car.
- Be able to deal with all information on a confidential basis.

Desirable

- An understanding of the Criminal Justice System.

PREVIOUS EXPERIENCE

Essential

- Experience of volunteering or working with vulnerable / marginalised members of society.

- Experience of undertaking voluntary roles.

Desirable

- Experience of work or volunteering in the Criminal Justice System.
- Experience of acting in the role of mentor and/or running a mentoring scheme.
- Experience of working in a multi-faith setting/environment.
- Experience of engaging and managing volunteers.
- Experience of working to achieve specific measurable outcomes.
- Experience of working with faith communities and other voluntary groups to deliver specific services or projects.

PERSONAL CHARACTERISTICS

Essential

- A person who has highly developed people skills.
- A person who appreciates that faith can motivate people to make a contribution to the common good.
- A person who is self-motivated and can work both on their own and as part of a small team.
- A person with persistence and determination.
- A person who is able work with difficult people and situations.

QUALIFICATIONS

Essential

- None

Desirable

- A mentoring qualification.
- A volunteer management qualification.

As part of New Leaf the postholder will need to work flexibly and to work to agreed standards in a consistent way. The postholder will be expected to undertake other duties related to the Project commensurate with their level, at the request of their line manager.

All employees have a responsibility to co-operate in promoting and maintaining a safe and healthy working environment, and to take reasonable care of their own health and safety at work and that of all other staff. Line managers have specific responsibility for the health and safety of their direct reports and other team members for which they have general management responsibility.

All employees are required to comply with Thames Valley Partnership confidentiality and information security policies including the Data Protection Act 1998 and the Freedom of Information Act 2000 when handling information about referrals, or members of staff.

All employees are required to demonstrate awareness of Equal Opportunities and work in accordance with Thames Valley Partnership policies and procedures.

This job description is not incorporated into the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic developments following discussion with the post holder. The post holder will be expected to work to agreed objectives which should facilitate achievement of the key responsibilities.