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| Service and job specific context statement |
| **Directorate:** | Children and Young People's Service |
| **Service:** | Children and Families Service  |
| **Post title:** | Restorative Practice Relationships – Strengthening Families Protecting Children (SFPC) Programme |
| **Grade:** | L |
| **Responsible to:** | Group Manager, NWD (SFPC) |
| **Staff managed:** | None |
| **Date of issue:** | September 2019  |
| **Job family:** | **C&S - Care & Support** |

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| Job context  |
| It is important that Restorative Practice (RP) is within the DNA of our service delivery and this role will support the development of RP across North Yorkshire County Council partner agencies and LAs taking on the No Wrong Door model. It will facilitate the development of RP champions, and provide restorative facilitation which will include complex issues and the delivery of high quality training to a range of services and agencies. This role will work as part of a Central Delivery Team (CDT) which has been specifically formed, and is being funded through, the Department for Education’s (DfE) ‘Strengthening Families Protecting Children’ (SFPC) programme. The objective of SFPC is to improve social work practice and decision making so that the best decisions are made for every child, and outcomes are improved. NYCC’s ‘No Wrong Door’ model has been selected by the DfE to be rolled out to up to 6 other LAs across the country over a 5 year period, and the CDT will work with and support each LA to adopt and adapt No Wrong Door into their own area. NYCC’s Restorative Practice Training Academy will train young people from other local authority areas to provide peer restorative support, with the Restorative Practice Leads and Practitioner delivering interventions that will improve key relationships and reduce the need for costly care options.This post holder will work closely with colleagues from the CDT and individual LAs to champion and lead on the design, planning, implementation and embedding of RP, to build a consistent and sustainable service that focusses on developing restorative relationships and communities in other areas of the country. This role will develop strong, collaborative partnership approaches that supports young people to reduce offending, stay in their families, schools and communities and reduce the need for young people to become looked after. The post based to be determined. |

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| Structure  |
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| Job Description |

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| Job purpose | The core focus of this job is to lead on the planning, development and implementation of RP under NYCC’s Strengthening Families Protecting Children (SFPC) Programme. Promoting and representing NYCC, the Restorative Practice Service, the Restorative Practice Training Academy, and working with key partners in cross authority partnership working arrangements.  |
| Operational management | * Work within the SFPC Central Delivery Team to support the development of initiatives and delivery programmes into other Local Authorities.
* Support the SFPC Group Managers in their role as lead professionals for enabling other LA’s to adopt and adapt No Wrong Door in their own area.
* Ensure that planning and development of RP requirements is bespoke to each individual LA’s needs and requirements whilst ensuring principles of the RP Training Academy are consistently applied.
* Report to the Group Manager NWD Traded Relationships and/or SFPC Group Manage any issues or risks to successful development or implementation pertaining to RP as part of the SFPC programme.
* Contribute to the ongoing improvement and development of the SFPC programme, approaches and planning in conjunction with the SFPC Group Managers.
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| Communications | * Build strong working relationships which inspire confidence and support, demonstrating awareness/sensitivity to the needs of key stakeholders and partners.
* Build strong working relationships with principal stakeholders such as service area managers, head teachers and police leads to promote RP across services.
* Support the development and implementation of an effective project and communications plan to raise awareness of RP within partner agencies and with the local community.
* To inform, engage and support those taking part in restorative processes working in line with the principles and best practice of RP.
* Work with key leaders within other authorities to promote effective communication and shared implementation strategies of RP Academy principles and RP Service, codes of conduct and best practice.
* Communicate effectively with other practitioners and professionals to ensure required outcomes are achieved.
* Provide professional information, advice and guidance as required.
* Represent North Yorkshire County Council as required with internal and external customers.
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| Partnership / corporate working | * Ensure that implementation activities are aligned, where appropriate, with other changes taking place corporately, across services, and in line with the wider SFPC programme.
* Establish and develop positive and supportive relationships with relevant staff internally and externally to promote effective working arrangements
* Work with and be a role model for partners and colleagues in other organisations to deliver RP.
* Support the development of processes and guidance to establish a co-ordinated RP strategy, interactions and feedback to inform learning and best practice.
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| Resource management | * Support the SFPC Group Managers in ensuring that training designed and delivered meets required standards and reflects current best practice.
* Undertake and maintain the highest standard in the development of any resources and training materials.
* Ensure that relevant resources and training materials are protected through the use of agreed trademarking arrangements.
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| Systems and information  | * Use appropriate IT tools to support the delivery of RP, including effective recording, systems and data to deliver an effective RP and traded service.
* Adhere to requirements of Data Protection in the delivery of the service. Liaise closely with all relevant agencies to maintain agreed protocols regarding the sharing of information.
* Maintain the highest standard in regard to systems and case recording, ensuring all records are high quality, accurate and stored appropriately.
* Support the development and collation of data that evidences impact within other LA’s.
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| Strategic management  | * Align all aspects of the role to the development of SFPC programme and team targets.
* Understand and appreciate the complexity of presenting issues and ensure that solutions are practical, workable, understood and well communicated.
* Constructively challenge existing perspectives/practices and be capable of building a robust, evidence-based case for change.
* Pro-actively seek approval for and support the development of project scope, goals, deliverables and plans.
* Ensure resources and training packages are of a consistent, high standard.
* Ensure the project has clear focus and operates within best practice guidelines.
* Ensure RP outcome agreements are realistic and do not have obvious unintended consequences.
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| Person Specification |
| Essential upon appointment | **Desirable on appointment** |
| Knowledge* Knowledge of both theoretical and practical aspects of RP.
* Knowledge and understanding of underpinning principles of quality management.
* Knowledge and understanding of service delivery of RP.
* Knowledge and understanding of the background and aims of RP and how this applies in practice working with and between agencies.
 | * Theoretical knowledge of project management techniques and tools.
* In depth knowledge of current research findings and the implications for practice for RP.
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| Experience* Experience of planning and delivering projects with a range of stakeholders.
* Strong project and partnership management experience.
* Experience of working effectively as a member of a team
* Experience of working across different agencies to develop agreed processes and information sharing arrangements.
* Experience of working in a public sector/partnership environment.
* Experience of presenting to different groups of people through face to face meetings and high quality training.
* Experience of facilitating group discussions.
* Experience of delivering training in a training and learning environment.
* Experience of managing training resources, materials and equipment with an ability to update and devise handbooks and forms.
 | * Experience of developing and delivering high quality, customer-focused services.
* Experience in working in multi-disciplinary settings (e.g. Housing, CSC, Schools and Education Providers, Youth Justice).
* Restorative Justice Council approved “Train the Trainer” accreditation
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| Occupational Skills* Good political awareness and ability to demonstrate sensitivity to different needs of key internal and external stakeholders and key partners.
* Highly developed communication skills, including presentation and negotiation skills.
* Excellent communication skills, including the ability to communicate complex issues effectively using plain English.
* Written communication skills – presents/records difficult information in an accessible format suitable for a varied audience, reviews and measures the effectiveness of existing communications.
* Persuading, influencing and negotiating skills with a range of techniques to successfully persuade, influence and/or negotiate with others in a range of situations.
* Ability to work effectively under pressure and commitment to meet defined targets, deadlines and objectives.
* Ability to organise, self-manage time and workload and work on your own initiative.
* Flexible approach with the ability to respond effectively to changing circumstances, without losing focus or direction.
* ICT Skills – Good level of ICT skills across a range of office packages.
* Effective team working with the ability to build and maintain excellent professional relationships.
* Demonstrate and promote knowledge and understanding of social inclusion, equality of opportunity and diversity taking into account and being aware of how individual actions affect the equality agenda.
* Ability to quality assure, keep appropriate records and prioritise workloads.
* Ability to maintain confidentiality and trust.
* Ability to make judgements unaided and work proactively.
* Ability to use creativity and solution focused approaches.
 | * Project Management skills.
* Coaching, Mentoring and Training skills – Able to effectively provide information, advice and guidance to develop others.
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| Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role* Hold an accredited certificated qualification in RP, Family Group Conferencing or similar field.
 | * Graduate / Professional qualifications in restorative justice
* Project Management trained.
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| Other Requirements* Ability to travel and use own vehicle for work purposes.
* Be willing to work outside normal hours to meet the needs of the service.
* Commitment to anti-discriminatory practice and equal opportunities.
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| Behaviours  | [Link](http://www.northyorks.gov.uk/article/23524/What-you-should-know-before-applying-for-a-job) |

NB – Assessment criteria for recruitment will be notified separately.
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.