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<b>Job Title:</b>	<b>Young People's Circles Coordinator</b>
<b>Location:</b>	<b>HMP Whatton, Nottinghamshire (will be expected to work across Nottinghamshire and Derbyshire)</b>
<b>Reporting to:</b>	<b>Lynn Saunders (HMP Whatton) &amp; Professor Belinda Winder (NTU), Safer Living Foundation</b>
<b>Salary Range:</b>	<b>£25,000-£30,000 pa, pro rata (dependent on experience/qualifications)</b>
<b>Contract:</b>	<b>0.6, 22.5hrs hours per week; flexible working hours required (12 month contract in the first instance)</b>

Salary scale will be negotiated and agreed at appointment subject to qualifications and experience. Ideally the applicants should have experience and knowledge of working with young people, and specifically, young people who demonstrate sexually challenging behaviour. Detailed induction, required training and support will also be provided.

## **Safer Living Foundation Overview**

### **Background**

The Safer Living Foundation (SLF) is a Charitable Incorporated Organisation established in 2014 as a collaboration between HMP Whatton, Nottingham Trent University, the National Probation Trust (East Midlands) and Nottinghamshire Police. The organisation was initiated by the Governor of HMP Whatton, who felt that there was a gap in the 'through the gate' care for prisoners, and particularly for the most excluded group of ex-prisoners, those convicted of sexual offences.

### **Young People's Circles of Support and Accountability**

This is a new project (commenced late 2016), which aims to help young people displaying sexually harmful behaviour to reduce their (re)offending and live healthy pro social lives.

### **Background**

Based on the success of the SLF's adult Circles of Support and Accountability (CoSA), the SLF wanted to broaden their CoSA project to reach young people displaying harmful sexual behaviour. Young People who display harmful sexual behaviour are a diverse and vulnerable group with research showing that many will have been abused or neglected themselves (and are therefore both victim and perpetrator). In addition,



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not only do these young people face the disadvantages associated with having a criminal caution or conviction, they face very specific disadvantages associated with the nature of their problematic behaviour. We live in a society where sexual abuse provokes powerful responses within communities and as a result young people with sexually harmful behaviour face the very real possibility of being labelled. This can lead to isolation both socially and emotionally (dismissed from mainstream school or college, isolated from friends and family etc.). This is not to be ignored, as social isolation and emotional loneliness are known risk factors for sexual reoffending, meaning these young peoples' problematic behaviour is more likely to continue and escalate.

### ***Our Young People's CoSA Aims***

Our Young People's Circles project aims to address this by working with these young people before they become an "adult sex offender" with multiple victims. Children and adolescents are still developing, both physically and psychologically, so well-targeted early interventions can be extremely effective in terms of changing recidivist attitudes and behaviour, and so, preventing more victims.

Our Young People's Circles project currently works with young people aged 10-21 (who reside in Nottinghamshire or Derbyshire) who have been cautioned or convicted of a sexual offence and who require additional support to help improve their emotional well-being and decrease their social isolation. Young people are referred to the project by agencies already working with them (Youth Offending Teams, Social Care etc). Managed by the Project Coordinator, the young person will be supported by a Circle of 3-5 specially trained volunteers who meet weekly with the young person. The Circle intervention is based in the theoretical framework of the 'Good Lives Model' – a well evidenced strengths based approach that advocates for intervention being an activity that adds to an individual's repertoire of personal functioning. Volunteers will therefore deliver a pro social intervention building on the young person's strengths, interests and hobbies to ensure their safe inclusion and integration into the community, reducing chances of social isolation, emotional loneliness and reoffending. Volunteers will be involved with introducing young people to community activities, sports clubs, arts clubs, music clubs, helping with independent living skills as well as reinforcing work around positive relationships and appropriate sexual behaviour.

### ***Research and Evaluation***

All trustees are keen to evaluate any charity projects from the outset, so research and evaluation are built into each project right from the start. The research/evaluation stream is led by Professor Belinda Winder (Head of the Sexual Offences, Crime and Misconduct Research Unit (SOCAMRU) at Nottingham Trent University (NTU), with the assistance of Helen Elliott, Rebecca Lievesley and Dr Nick Blagden.



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## **Job Vacancy – Young People’s Circles Coordinator**

### **JOB PURPOSE**

The primary purpose of the Young People’s Circles Coordinator is to develop and maintain, within the statutory framework, the Young People’s Circles of Support and Accountability Project for young people who demonstrate sexually challenging behaviours.

The Young People’s Circles Coordinator is responsible for the recruitment, training and supervision of the Circles volunteers who will work on the Young People’s Circles. The post holder will be expected to develop and maintain effective partnerships with statutory and voluntary agencies. They will be responsible for the management and supervision of the Circle and volunteers and for coordinating information sharing and accountability between the Circle and partnership agencies (Youth Offending Teams, Childrens Social Care etc). The Young People’s Circle Coordinator will also have to undertake an assessment of suitability of potential young people, produce risk assessment regarding the young people and allocate volunteers appropriately, taking into consideration health and safety issues (including the vulnerability of the young people).

The Young People’s Circle Coordinator will also be expected to contribute to the professional training and consultancy service provided by the project and contribute to the volunteer annual training programme. Contribution by the successful applicant will be subject to knowledge and experience and specialist training will be provided where required.

This post of Young People’s Circles Coordinator will also be expected to assist with the scoping and development of other projects undertaken by the Safer Living Foundation.

### **KEY RELATIONSHIPS**

The post holder will be line managed by the trustees of the Safer Living Foundation, and in particular Professor Belinda Winder (NTU) and Lynn Saunders (Governor of HMP Whatton). They will work closely with the rest of the trustees and other members of the charity.

The post holder will be required to develop and maintain links with professional and faith groups and other voluntary and community agencies in the region. Circles are first and foremost about Public Protection and safer communities.

The Young People’s Circles Coordinator will be working on behalf of the community and must maintain its accountability to the community. This will be done by such means as seeking educational opportunities, responding positively to media contacts and liaising with community organisations.



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The post holder will assist the SLF Board of Trustees and other team members to liaise closely with the Public Protection Unit of the Ministry of Justice and fulfil all reporting requirements, with the relevant statutory agencies working under the Multi Agency Public Protection Arrangements (MAPPA).

### KEY OBJECTIVES OF THIS POST

- To explain, promote and develop awareness of the Safer Living Foundation and the Young People's Circles of Support and Accountability Project among staff in the relevant statutory agencies in both Nottinghamshire and Derbyshire, particularly police, youth offending teams, the secure estate, Children's Social Care, and other institutions and organisations as appropriate.
- To devise and implement appropriate ways of publicising the charity's work, including the Young Peoples' Circles of Support and Accountability so as to recruit suitable volunteers.
- To screen, train, support and supervise the volunteers taking part in SLF projects and ensure they work within the volunteer policies and procedures.
- To work with the statutory agencies to identify and assess young people who demonstrate sexually challenging behaviours to take part in Circles and to facilitate the formation and maintenance of a Circle for each suitable young person.
- To ensure effective communication links are in place and maintained and to ensure that protocols and Service Level Agreements are adhered to.
- To assist in the development of methodologies for evaluation of SLF projects and to gather and collate information needed for such evaluation.
- To record and maintain case files and provide regular reports to professionals working with the core member.
- To attend local Multi Agency Public Protection Panels, Social Care Core Group and Strategy Meetings and professional meetings as appropriate.

### OTHER RESPONSIBILITIES

The post holder will be leading the Young People's Circles Project but will also be expected to work in close partnership with the trustee board and other staff members. The whole staff team will be expected to work cooperatively and flexibly so as to provide adequate cover during absences.

In common with other staff employed within the Charity, the post will involve:

- Keeping up to date with broad developments in work related issues.
- Attending Coordinator forums and training events as organised by Circles UK, the national body.
- Participating in outreach and educational work, including writing for publications, undertaking speaking engagements and answering enquiries.



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## EXPERIENCE AND SKILLS SOUGHT

### Essential Criteria

- Relevant professional qualification or experience (newly qualified professional in relevant field accepted)
- Knowledge of the Youth Justice System and the management of young offenders
- Experience of working with young people with challenging behaviour
- Knowledge of Safeguarding and Child Protection Procedures
- Strong communication skills, including the ability to present ideas clearly, both orally and in writing, to a wide variety of people
- Experience of dealing with difficult people on both a one to one and group basis
- Confident and assertive individual with the ability to remain calm under pressure
- Ability to work effectively with volunteers
- Ability to contribute to the development of new initiatives
- Ability to work co-operatively as part of a team
- Computer literacy including familiarity with Windows, Word, Excel and email
- Good time management and administration skills

### Desirable Criteria

- Knowledge and understanding of young people who demonstrate sexually challenging behaviours
- Knowledge and understanding of the assessment and treatment of individuals convicted of a sexual offence
- Experience of working with young offenders and in particular young people with sexually harmful behaviour
- Experience of working with and managing volunteers
- Experience of recruitment
- Experience in the preparation and delivery of training

## OTHER INFORMATION

The Project's main office base will be within HMP Whatton, with provision made for working from home as and when necessary. There is an additional office at Nottingham Trent University, and the post holder may be asked to work from this base at times. The post holder will be expected to meet with colleagues in HMP Whatton/Nottingham Trent University at least once a week and to attend monthly team meetings plus any other team events scheduled throughout the year.



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The Young People's Circles Coordinator will need to have a driving licence and use of a car. Mileage rates will be paid. Some evening and weekend work is required, for which time off in lieu should be taken as soon as possible in consultation with the line manager.

*The successful candidate will be subject to enhanced prison vetting and an enhanced DBS check – appointment will be subject to this being completed satisfactorily.*

Applications should be via **CV with a covering letter (outlining how you meet the job requirements)** to **Lynn Saunders, HMP Whatton, New Lane, Whatton, NG13 9FQ** and electronic copies to **Lynn Saunders (c/o [anne.mcmeekin@hmps.gsi.gov.uk](mailto:anne.mcmeekin@hmps.gsi.gov.uk)) and Professor Belinda Winder ([Belinda.winder@ntu.ac.uk](mailto:Belinda.winder@ntu.ac.uk)).**

**Closing date for applications: 13<sup>th</sup> October 2017**

**Expected date of interview: 20<sup>th</sup> October 2017**