



JOB DESCRIPTION

Job title	Course Tutor – Young People in the Criminal Justice System, Bristol & surrounding areas
Period of Contract	Permanent (subject to ongoing funding)
Based	Hybrid (either home or office based), with regular outreach working across Bristol and the surrounding areas
Working hours	Part time, 14 hours per week Mon-Fri, flexible
Salary	£10,506 (£26,265 FTE) per annum
Holidays	13 days per year (including bank holidays)
Benefits	<ul style="list-style-type: none"> ▪ Company pension (if eligible) ▪ Childcare Vouchers ▪ Cycle to Work Scheme ▪ Employee Assistance Programme (EAP) ▪ Staff Health & Wellbeing Programme ▪ Occupational Health Assessments and Counselling ▪ Flexible working and time off in lieu ▪ An enhanced sick pay scheme ▪ Support with Access to Work and equipment needs ▪ Regular staff training, workshops and social away days ▪ Eye care (covering biennial costs up to £50)
Responsible to	Operations Manager
Job purpose	<ul style="list-style-type: none"> ▪ Deliver our bespoke “For My Future” course to small groups of young people who are either at risk of offending or have had initial contact with the Police/Criminal Justice System. ▪ Group suitable participants together in small, single-sex cohorts paying attention to group dynamics and risk factors. ▪ Carry out initial 1-1s with each course participant to ascertain risks, needs, circumstances and ensure suitability for the course before they start. ▪ Provide 1-1 support in between group sessions as needed to ensure participants remain motivated, engaged, and can address their barriers and overcome challenges to progression. ▪ Deliver courses either in-person in community-based venues or online via Zoom or Teams, with sessions taking place approximately once per week. ▪ Keep detailed records of participants’ attendance and engagement with the course and additional support, evidencing progress through your own observations and through participant feedback and assessments. ▪ Signpost to other sources of help, advice and support as necessary, and help young people to engage positively

	<p>with these agencies.</p> <ul style="list-style-type: none"> ▪ Where appropriate and participants are eligible, refer onwards to 1-1 support from Step Together colleagues. ▪ Provide advice and refer to external partners and agencies for next steps, including access to training, employment support, education etc. ▪ Maintain and develop partnerships with referrers, charities and other support organisations.
Additional information	The post is subject to a 6-month probationary period, enhanced DBS clearance and two satisfactory references being received, one of which should be from your current/ most recent employer.

Background

At Step Together Volunteering we believe in the power of voluntary work as a catalyst for change – in individuals, organisations and society as a whole. We are specialists in the use of volunteering to enable people to overcome disadvantage, to take control of their lives and expand their horizons, enhancing well-being, employability and life satisfaction. Our mission is to enable people of all backgrounds to take positive action to change their lives and the lives of others through volunteering.

We have been supporting people who have had contact with the Criminal Justice System for well over a decade, and over this time have refined and developed our support model in response to identified need, gaps in provision and feedback from those we have supported.

In 2019, we developed our For My Future course, which has been specifically designed to support people with criminal convictions, people at risk of offending or re-offending, and people who have had contact with the Criminal Justice System. The course focuses on help participants to develop the personal and practical skills needed to develop a pro-social mindset, build their confidence and self-esteem, and enable them to move forward to live a crime-free life. Since its inception, the course has been developed over the past 5 years in response to participant feedback and using our own expertise.

We have recently secured a contract to deliver this course to young people aged 16-25, who have been identified by Avon & Somerset Police as being suitable for a deferred prosecution pathway instead of being prosecuted. The young people supported on this programme will have low-medium risk status, and the majority will receive a “standard” or light touch service lasting 4 months. Delivery to small groups of young people (both in person and remote) will support them to improve their confidence, self-esteem and decision-making; to consider their lifestyle and positive changes they can implement; and to help them develop a pro-social mindset to reduce the chances of reoffending. Courses are delivered in single sex cohorts to improve engagement and encourage better rapport and trust. Participants who identify as non-binary or transgender will be supported to attend the most suitable group. If the young person engages positively with the deferred prosecution programme for the 4-month period and doesn’t reoffend, then the police will record “no further action”.

This post is based in Bristol and will involve working within a small team of project workers, Head Office staff and volunteers. The role will be a hybrid one with some home-working and some delivery in the community. Access to the Charity’s Bristol head office will also be available. For in-person delivery, we will hire suitable community venues. For online delivery, our head office space can be used or suitable office space can be procured if our head office is unavailable/not suitable.

The Project Manager will be responsible for:

Course delivery

- Receive referrals from colleagues and partners and assess each individual's suitability for the For My Future course through a 1-1 meeting (either face to face or virtual).
- With the support of the Operations Manager, identify and manage any risks presented by individuals/the group.
- Deliver the For My Future course to small groups of young people, tailoring delivery where appropriate to meet the needs of the group and individual participants. Engage with all participants to encourage their involvement in the group and support them to progress.
- Keep accurate and timely records of participant attendance at course sessions. Report any non-attendance at sessions as soon as possible to the Operations Manager, to be fed back through our partners to Avon & Somerset Police.
- Where appropriate, provide 1-1 support to participants outside of course sessions to encourage their engagement and support their development and progression.
- Record participants' progress through your own observations and through participant feedback and assessment.
- Provide participants with onward progression routes, signposting to training providers, further education and other sources of support as appropriate, and recording details of any onward signposting/referrals made.
- Maintain client, referrer, and charity placement records, by recording, storing and sharing information appropriately in accordance with company policy and procedure, and with regard for confidentiality, safe practice and GDPR. The charity uses a bespoke case management system to capture all client information and keeping this up to date is a key element of the role.
- Maintaining strict professional boundaries at all times and understanding that there may be times when you need to step back from a client's support.

Project Stakeholder Management

- Occasional attendance at meeting with other project partners.
- Working as part of our wider Young People team in Bristol to help promote our services for young people and to help us identify opportunities to develop our criminal justice work in the area.
- Engaging with our corporate supporters and charity of the year partnerships and attending ad hoc meetings with the management team to support funding applications.
- Attending appropriate youth justice events, seminars and workshops as part of our collaborative approach and delivering short talks and presentations where required.

Other Duties:

- Providing monthly reporting data to the Operations Manager and Central Team to help share our impact with funders and supporters. Regularly recording client achievements and outcomes, logging case notes, creating case studies and positive stories, gathering client feedback and testimonials.

- Adhering to Step Together Volunteering's Safeguarding policies and procedures at all times.
- Identifying and undertaking other appropriate initiatives in agreement with Step Together Volunteering.
- Supporting colleagues in Bristol and across the wider team; participating in reflective practice sessions, attending team meetings and helping identify training needs.



PERSON SPECIFICATION

This role will most likely be suitable to those with the following skills and experience:

Essential	Desirable
Practical experience of working with young people who are at risk of offending or have had contact with the Police/justice system	Experience of working with young people between the ages of 16-25, who have complex issues i.e., drugs misuse, abuse, care leavers, young carers, contact with the justice system, etc.
A good understanding or knowledge of early intervention programmes and working with police, probation and local authority youth offending teams	
Understanding of the challenges young people face in our community and able to nurture trust, confidence and self-esteem	Understanding of NEET, youth support and social care networks / pathways
Previous experience of working with small groups, managing group dynamics and creating a positive environment.	Experience of working within the charity sector or other community organisations such as social care groups, agencies, probation services, youth support or local authorities
Confident communication and listening skills with the ability to engage and work in a supportive capacity with young people regardless of their background, culture and experiences	Understanding of LGBT+, BAME, diversity, inclusion, disabilities and equal opportunities
Good understanding of the risks and safeguarding practices relating to young people within the criminal justice system.	Familiarity with health and safety practices and/or trained in First Aid
Good planning, presentation and time management skills, able to co-ordinate and lead on a 1:1 and group basis	Experience of creating and delivering PowerPoint presentations, talks and alike
Possess self-motivation, patience, persistence, discipline and resilience	
Confident using IT systems such as case management systems and MS Office, researching the internet	Experience of using Star Outcomes, Charitylog case management software or similar (full training will be provided)
Car driver / owner	

