

## PERSON SPECIFICATION

<b>Job title</b>	Criminal Justice Community Coach
<b>Hours</b>	35hrs hours a week
<b>Reports</b>	Criminal Justice Service Manager

Evidence of meeting the selection criteria will be assessed via: application(A) interview/exercise(IE) or during probation period(P)	A	IE	P
<b>The person will have the following qualifications, knowledge, experience, skills and abilities:</b>			
<ul style="list-style-type: none"><li>Relevant degree or professional qualification (NVQ level 4 minimum) in a related field (e.g. Criminology, Management, Probation, Health Care, Social Work, equivalent overseas qualification).</li></ul>	X	X	X
<ul style="list-style-type: none"><li>Experience of working with socially excluded adults.</li></ul>	X	X	X
<ul style="list-style-type: none"><li>Experience of developing and maintaining partnerships and professional relationships with agencies in voluntary, private and public sectors.</li></ul>	X	X	X
<ul style="list-style-type: none"><li>Experience of working to set policies and procedures.</li></ul>	X	X	X
<ul style="list-style-type: none"><li>Experience of working in an environment that requires confidentiality.</li></ul>	X	X	X
<ul style="list-style-type: none"><li>Experience of working in an environment that is health and safety conscious.</li></ul>	X	X	X
<ul style="list-style-type: none"><li>Excellent interpersonal skills; ability to recognise and respond appropriately to situations requiring tactful or diplomatic handling.</li></ul>	X	X	X
<ul style="list-style-type: none"><li>Assessment, Care Planning and Risk Assessment Skills.</li></ul>	X	X	X
<ul style="list-style-type: none"><li>Ability/experience of maintaining clear professional boundaries.</li></ul>	X	X	X
<ul style="list-style-type: none"><li>Ability to work creatively to motivate and support individuals.</li></ul>	X	X	X
<ul style="list-style-type: none"><li>Understanding of trauma informed and trauma responsive practice.</li></ul>	X	X	X
<ul style="list-style-type: none"><li>Knowledge of the causes of multiple exclusion and gender bias within Criminal Justice System.</li></ul>	X	X	X
<ul style="list-style-type: none"><li>Ability to work within a busy environment, managing broad demands.</li></ul>	X	X	X
<ul style="list-style-type: none"><li>Able to build rapport, and develop relationships with internal and external stakeholders at all levels.</li></ul>	X	X	X
<ul style="list-style-type: none"><li>Computer Literate [Outlook, Word, Excel, PowerPoint].</li></ul>	X	X	X

• Good organisational skills.	X	X	X
• Commitment to the values of A Way Out.	X	X	X
• Commitment to detail, ensuring all work is accurate, concise and understandable.	X	X	X
• Commitment to equality and diversity.	X	X	X
• Understanding of how to work within professional boundaries.	X	X	X
• Willing to work in cooperation with team members.	X	X	X
• Willing to work flexibly within their role.	X	X	X
• Emotionally resilient, with good self-care and self-awareness.	X	X	X
• Passion to support people to build on their assets and avoid re-offending .	X	X	X
• Excellent Interpersonal skills that enable you to work with people at all levels, motivate others and change people's attitudes when necessary.	X	X	X
• Experience of the development of new programme and learning materials.	X	X	X
• Experience of the evaluation and development of learning and programme materials.	X	X	X
• Creativity and ability to adapt and develop methods of learning that inspire and engage.	X	X	X
• Knowledge of criminal justice system and methods of effective practice.	X	X	X
• Highly motivated, and good understanding of the principles of Outreach working.	X	X	X
• Full UK Drivers licence, and use of a car and willingness to transport Service Users (Covid allowing).	X		X
• Commitment to ongoing personal, and professional development .	X	X	X
• Has security clearance to work in prison, or be able to meet the requirements of this.	X	X	X
<b>The following would be desirable:</b>			
• Experience of working with people with multiple and complex needs.	X	X	X
• Experience of working within the Criminal Justice System	X	X	X
• Experience of delivering group work.	X	X	X
• Experience of working with families.	X	X	X

Please note this post exempt under section 7 (2) (e) and (f) of The Sex Discrimination Act 1975 and therefore open to female applicants only. The successful applicant will be subject to an enhanced DBS check.