

**JOB DESCRIPTION**

**JOB TITLE: Team Leader – Community Justice**

**Salary: GCA Grade 7 – £27,851 – £30,335**

**Hours: Full Time** - **35 hours per week including some evenings and weekends**

**Flexible working, part-time hours, or job-sharing arrangements will be considered for the right candidate**

**GCA deliver services over 7 days per week**

**MAIN FUNCTION / RESPONSIBILITY**

To be responsible for the development, co-ordination, management and evaluation of GCA’s Community Justice Service. (ROC) Reconnecting with Options in the Community. Supporting, supervising people into the community, through the justice system, designing and developing initiatives for the benefit of individuals who have experience of the criminal justice system including health, personal and social needs.

**REPORTING RELATIONSHIPS**

The Team Leader reports to the Head of Services

**KEY RESULTS AREAS**

**Project Management**

1. Oversee and be able to deliver our **Group Work Programme**: To devise, implement and coordinate evidence-based group work programmes and recovery-focused initiatives in consultation with GCA colleagues and service users.
2. **Through care Programme**: To ensure the link service from Prison to services is in place for individuals as they approach liberation
3. **Mentoring Programme:** Provision of mentoring service within local community for individuals requiring social and wellbeing support
4. **One to One support**: Provision of one to one therapeutic targeted support for high risk vulnerable individuals accessing the service by developing tailored treatment techniques based on individual dependency and resilience
5. Deliver effective **121 interventions** for individuals at risk
6. **Supervise Case load management** – for individuals on orders
7. Develop and implement **risk management** systems
8. To be responsible for representing GCA at a local and city-wide level at meetings and development sessions within the criminal justice community
9. To develop and maintain partnerships with GCA colleagues, service users and external agencies
10. To be responsible for publicising and promoting services and initiatives both internally and externally utilising digital platform and forms
11. Analyse data collated via the ROC service system and present to Head of Services
12. To explore and devise opportunities for building service capacity including volunteering, peer-led initiatives and student placements
13. To assist the Senior Management Team to secure additional sources of funding, ensuring the continuation of Group Work Services

**People Management**

1. Supervise and manage all service staff and volunteers including recruitment, PVG membership, induction, training, and appraisal as required
2. Use the resources effectively
3. Provide leadership, vision, direction, guidance, and support to the team and volunteers and to work closely with all team members to overcome challenges
4. Delegate work to staff appropriately, case load management
5. Assist in updating all polices, training / induction programmes, best practice guidance, job descriptions, risk assessments, handbooks and protocols relevant to the service

**General**

1. Work closely with other Team Leaders to ensure effective communication and integration of the services
2. Develop and review an action plan for the service
3. Develop a framework to monitor, record and evaluate the effectiveness of services and report this information to relevant stakeholders
4. Ensure effective use of resources
5. Nurture a supportive and managed risk culture
6. Manage the budget
7. Participate fully as a member of the GCA Team and contribute to its development
8. Provide guidance and support as appropriate to other people working in this field
9. Keep records in accordance with GCA guidelines and procedures and adhere to confidentiality at all times
10. Carry a small case load of clients
11. Undertake any further tasks as required by GCA
12. To carry out any other duties that the Head of Services may reasonably request

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TEAM LEADER

**E = Essential D = Desirable.**

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| **QUALIFICATIONS** |  |
| * Related first degree and/or professional qualification | E |
| * Relevant post-graduate qualification | D |
| * Management qualification | D |
|  |  |
| **SKILLS** |  |
| * Excellent Written and verbal communication | E |
| * Interpersonal | E |
| * Project management | E |
| * Negotiation | E |
| * Service promotion | E |
| * Group work | E |
| * Team building | E |
|  |  |
| **EXPERIENCE OF** |  |
| * Managing and Supporting a team | E |
| * Working within SSSC regulations | E |
| * Supervising and developing staff | E |
| * Developing, evaluating group work programmes | E |
| * Experience of SSSC/Care Inspectorate guidelines | E |
| * Working in the community justice field | E |
| * Developing strong external partnerships | E |
| * Applying for funding * Involving service users | D  E |
| **KNOWLEDGE OF** |  |
| * Community justice orders | E |
| * Social model of health * Evidenced based recovery programmers/interventions * Criminal justice within the community * Recovery approaches * Addiction /social and health and wellbeing issues | E  E  E  E  E |
| **PERSONAL ATTRIBUTES** |  |
| * Proactive | E |
| * Self-directed * Highly motivated * Approachable | E  E  E |