**Community Justice Coordinator – Role Description**

**Location:** The role is currently based within Greenock, with the time split between CVS Inverclyde and Inverclyde Health and Social Care Partnership (HSCP). The job location may move within the Inverclyde Council area, and some work outside of the Inverclyde area should be expected.

**Line Manages**: None

**Reports to:** Partnership Facilitator

**Salary**: £28,000 pro rata + 5% pension contribution

**Contract type:** 12 month fixed-termcontract

**Hours:** 35hrs per week or pro rata, normally 9am-5pm Monday-Thursday and 9am-4pm on Thursday; however, some evening and weekend work may be required.

**The Role**

The Community Justice Coordinator will play a key role in Inverclyde’s partnership approach to community justice. The successful candidate will contribute to the local community justice agenda through cross-sectoral meetings, events and writing evaluations and reports on local activity. Also, the post holder will be responsible for supporting the operational delivery of:

* Inverclyde Community Justice Partnership, working with the Community Justice Lead Officer within Inverclyde Health and Social Care Partnership (HSCP) and
* Third Sector Community Justice Forum (3SCJF), working with the Partnership Facilitator at CVS Inverclyde.

# Specific Duties and Responsibilities

The specific duties and responsibilities of the role-holder will vary upon demand and the needs of customers. However, it would be reasonable to expect that the following would form part of regular duties:

1. To work alongside the Partnership Facilitator to coordinate the development and expansion of the 3SCJF. This includes maintaining any relevant documents and reporting requirements.
2. To work alongside the Community Justice Lead Officer to meet the statutory duties of Inverclyde Community Justice Partnership. This includes maintaining any relevant documents and reporting requirements.
3. Establish and maintain relationships with third sector organisations, Inverclyde HSCP, Inverclyde Council and other public sector colleagues to facilitate a collaborative and coordinated approach to supporting the community justice agenda.
4. Manage and analyse data to develop high quality written reports and briefings. This will include supporting the evaluation of the Women Involved with the Justice System Project, which will include drafting elements of the document.
5. Support third sector organisations through facilitation, to understand their role in community justice, which includes collating, analysing and reporting on gaps, issues and good practice across the justice landscape to influence third sector service planning, redesign and delivery.
6. Develop, organise and provide support to workstreams within the Community Justice Partnership and 3SCJF. This may include coordination of information, discussion topics and/or speakers relevant to the local and national justice landscape.
7. Raise awareness of community justice, CVS Inverclyde and the Third Sector in Inverclyde
8. Attend other meetings and networks that are appropriate to this role or as directed by the Partnership Facilitator
9. Such other duties as may be required by the Chief Executive

## Person Specification

Qualifications

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| --- | --- |
| Educated to Degree level  | Essential |
| Driving licence and own vehicle | Desirable |

Experience / Knowledge

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| --- | --- |
| Understanding of the justice system and the community justice agenda | Essential |
| Experience of integration and partnership working  | Essential |
| Excellent written and oral communication skills including facilitation skills | Essential |
| Highly proficient IT skills including MS Office and Internet | Essential |
| Excellent organisation, facilitation and coordination skills | Essential |
| Experience of analysing complex information and translating this into written and verbal reports | Essential |
| Knowledge of local area | Desirable |

Competencies

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| --- | --- |
| Strategic Awareness | Level 3 |
| Quality and Change | Level 3 |
| Effective Decisions | Level 3 |
| Communication & Leadership | Level 3 |
| Partnership Working | Level 3 |
| Continuous & Professional Development | Level 3 |
| Knowledge & Skills | Level 3 |
| Delivering a Quality Service | Level 3 |
| Taking Responsibility | Level 3 |