

## Job Description & Person Specification

<b>Role:</b>	<b>Sessional CARA Project Facilitator West Yorkshire</b>
<b>Reporting to:</b>	<b>Restorative Solutions' CARA Manager</b>
<b>Location:</b>	<b>Delivery at sites across West Yorkshire</b>
<b>Salary:</b>	<b>£20 per hour (7 hours/workshop)</b>
<b>Hours:</b>	<b>Sessional (workshops all delivered from 9am-4pm on Saturdays)</b>

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### **CARA Project:**

Following a police call out and release from custody, offenders meeting the eligibility criteria and identified as standard risk will given a conditional caution by West Yorkshire Police. Conditions will include attendance at the CARA (Conditional Cautioning and Relationship Abuse) project of two domestic abuse awareness raising workshops. The workshops will be delivered one month apart to a closed group.

### **Main Purpose of the role:**

You will be partnered with another CARA Facilitator and responsible for delivery of the two workshops at locations across West Yorkshire. Scheduling will be flexible in relation to your availability and proximity to the delivery sites.

In this role you will help develop and deliver the CARA project in West Yorkshire. You will be responsible for the co-facilitation/delivery of the Conditional Caution Workshops to groups of low risk offenders of domestic abuse.

### **Key Tasks:**

- To deliver domestic abuse awareness raising workshops with a co-facilitator to groups of approximately ten participants.
- To use motivational interviewing techniques and ensure adherence to the CARA manual when delivering workshops.
- To ensure safeguarding and risk management is considered at all times when delivering workshops.
- To ensure sessions are recorded, where required, for monitoring purposes.
- To ensure CARA attendance registers are maintained and completed correctly on the online booking system.
- To ensure that session planning, de-brief and evaluation is undertaken and recorded.
- To ensure that all resources needed for the effective delivery of the sessions such as refreshments, stationery and worksheets are readily available.
- To undertake practice supervision for the purposes of facilitator development and to ensure project integrity when delivering the CARA workshops.
- To undertake ongoing CARA training and development as and when required.
- To liaise with external agencies as and when required.
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- To work closely and collaboratively with the Restorative Solutions CARA Manager and the Hampton Trust CARA team, and to be a good ambassador for Restorative Solutions, the Hampton Trust and the CARA project at all times.
- To ensure that all work carried out is in accordance with Restorative Solutions' policies and procedures.
- To comply with, uphold and promote the values, aims and policies of Restorative Solutions and the Hampton Trust.
- To undertake any other duties consistent with this post that may be required from time to time.

<b>Person Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education, Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Good standard of educational training.</li> <li>• A comprehensive understanding of domestic abuse and short and long term impacts on victims and their children</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant degree or professional qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with offenders/offenders and/or victims</li> <li>• Experience of group work</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with domestic abuse offenders/offenders and/or victims</li> <li>• Experience of facilitating domestic abuse offender group work</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Group facilitation skills</li> <li>• Well-developed communication skills</li> <li>• Good administrative and organisational skills</li> <li>• Good planning and time management skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to self evaluate, reflect and improve practice with service users and learn from constructive feedback</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Theoretical and practical knowledge of domestic abuse issues and research</li> <li>• Understanding and awareness of motivational interviewing techniques</li> <li>• Risk Assessment and Management.</li> <li>• Safeguarding the Welfare of Children/Vulnerable Adults Protocols</li> <li>• Understanding of cultural diversity and non discriminatory practice</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of local support agencies/groups for issues such as mental health, substance misuse</li> </ul>
<b>Values, Attitudes and Personal</b>	<ul style="list-style-type: none"> <li>• Commitment to holistic approach to domestic abuse</li> <li>• Willingness to work collaboratively with other agencies</li> <li>• Commitment to the project's aims and values</li> <li>• Commitment to professional practice</li> <li>• Commitment to anti-oppressive / anti-discriminatory policy and practice</li> <li>• Commitment to community based working and safe working practice</li> <li>• Willing to undertake training and weekend work (all workshops will be run on Saturdays)</li> </ul>	