

Job Description & Person Specification

Role: CARA Project Manager West Yorkshire
Reporting to: Restorative Solutions' Director of Practice Delivery
Location: Home based; delivery across West Yorkshire
Salary: Up to £30,000/annum depending on experience
Hours: Full time; 37.5 hours/week

CARA Project:

Restorative Solutions (RS), working in partnership with the Hampton Trust (HT), have been commissioned by the Police & Crime Commissioner for West Yorkshire to develop and deliver the CARA project across the area for an initial period of 2 years.

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

Purpose of the Post:

As the CARA Manager you will hold responsibility for the development and implementation of CARA workshops across West Yorkshire. You will oversee and manage RS and WYP processes to enable efficient, professional delivery. You will work with HT to contribute to ensuring ongoing workshop integrity, in line with the ethos of both HT and RS, and in consideration of criminal justice procedures.

You will assist in the recruitment, training and management of CARA sessional facilitators and volunteers. You will oversee the delivery of CARA across West Yorkshire. You will play an integral role as the single point of contact for WYP leads to liaise in respect of process issues, and act as a CARA advocate in developing delivery across the area.

Key Tasks:

- To work closely with Restorative Solutions, the Hampton Trust and West Yorkshire Police to develop and refine CARA referral processes and delivery across West Yorkshire, including management of the venue and workshop booking service provided by TTC.
- To oversee delivery of CARA workshops across West Yorkshire.
- To ensure all sessional facilitators and volunteers delivering the CARA project adhere to robust risk management/safeguarding processes.
- To contribute to the delivery of front line training of CARA facilitators and volunteers.
- To provide support, coaching and line management for staff and volunteers.

- To manage the safeguarding of vulnerable adults and children in line with Restorative Solutions' organisational policy.
- To respect and value the diversity of the communities in which HT deliver services and recognise the diversity of the range of clients accessing the service, and to ensure service provision recognises and values diversity and promotes anti-discriminatory practice.
- To contribute to new developmental areas across the organisation as appropriate, in particular alongside the Restorative Justice service delivered by RS

Partnership Working & Performance Reporting:

- To oversee project performance and quality in line with agreed procedures and provide internal and external performance reports as required, including to Restorative Solutions, the OPCC and West Yorkshire Police.
- To provide regular briefings to West Yorkshire Police and staff, and to staff in partner agencies.
- To work with West Yorkshire Police to ensure feedback is gathered from the victims of those attending workshops.
- To work with other agencies with the aim of promoting RS projects as multi-agency response to domestic abuse.
- To write reports and provide statistical information as required
- To deliver presentations to various forums as required.
- To ensure all client information is accurately recorded and is GDPR compliant
- Assist in the evaluation of CARA

Personal Development:

- Maintain understanding of current practice and issues in domestic abuse both locally and nationally.
- To keep up to date with domestic abuse issues and participate in relevant training as required.
- To participate constructively in supervision and appraisal sessions and undertake appropriate professional development
- To comply with, uphold and promote the values, aims and policies of Restorative Solutions and the Hampton Trust.
- To be a good ambassador for Restorative Solutions, the Hampton Trust and the CARA project at all times.
- To undertake other duties consistent with this post that may be required from time to time.

Person Specification	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Developing, reviewing and monitoring the progress of new services and initiatives • Working with multi-agency partnerships and/or other voluntary/statutory organisations to deliver services • Influencing and encouraging partnership, working operationally and at a strategic level • Effective quality assurance and auditing case management practice and making recommendations to improve and develop practice • Working with offenders of domestic abuse • Working with survivors of domestic abuse • Experience of liaising with social services, health agencies, housing providers and voluntary organisations • A demonstrable commitment to improving responses to domestic abuse across all agencies working in the sector 	<ul style="list-style-type: none"> • Experience of delivering professional training • Experience of sitting on external multi-agency groups (operational or strategic) • Experience of working within the criminal justice system • Experience of working with a quality standards framework of good practice
Skills	<ul style="list-style-type: none"> • Excellent communication skills (written and oral) • Ability to communicate effectively with different audiences • Ability to advise, support and coach staff at varying levels of practice and management • Ability to think strategically and work at a strategic level with a wide ranging network of stakeholders • Excellent IT skills, including the use of spreadsheets and case management systems 	<ul style="list-style-type: none"> • Experience of managing a multi-disciplinary team
Knowledge	<ul style="list-style-type: none"> • Comprehensive understanding of dynamics of domestic abuse including the impact on offenders, survivors and children • Comprehensive understanding of the patterns of behaviour and risks associated with domestic abuse • Excellent understanding of and experience in safeguarding issues and procedures • Comprehensive understanding of risk, needs and how they are related • Comprehensive understanding of risk and case management in relation to domestic abuse • Excellent understanding of multi-agency/partnership working, child protection, health and social care and public protection arrangements • Good standard of education, be literate and numerate • Understanding of complex needs and interconnection with domestic abuse 	<ul style="list-style-type: none"> • Awareness of typologies of domestic abuse • Understanding of the criminal justice response to domestic abuse including out of court disposals

Values, Attitudes and Personal	<ul style="list-style-type: none">• Hold values that inspire a client led approach and culture of working together creatively and in a whole family approach• Non-judgmental, non-directive communication and proactive approach• Self-motivated, self-reflective with a positive response to challenging situations and the ability to make effective use of support and supervision• Belief in the propensity for offenders to change their behaviour• Capacity to manage raw emotions including anxiety, conflict, challenge and trauma	
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