



Job Description

Reparation Project Manager

| Job Details | |
|-----------------|--------------------------------|
| Grade | D |
| Number of Posts | 1 |
| Department | Youth Justice Service |
| Reporting to | Interventions Hub Team Manager |

Who Are We?

We are Birmingham Children's Trust.

'Working Together to make Birmingham the greatest city to grow up in.'

The sole purpose of Birmingham Children's Trust is to make a positive difference for children, young people and families in the city, by driving up the quality of practice and partnerships across the city and its services.

Every employee from Family Support and Social Workers to Finance and Legal, work together to make a positive difference to children, young people and families. We are one team, and each have an important role to play in achieving the Trusts objectives.

Birmingham Children's Trust Leadership team comprises of six Executive Directors who are responsible for leading and managing the Trust to be an autonomous and high performing organisation.

Our Vision:

Our vision is to build a Trust that provides excellent social work and family support for and with the city's most vulnerable children, young people and families.

We will do this:

- with compassion and with care.
- through positive relationships, building on strengths.
- in collaboration with children, young people, families and partners.
- by listening, involving and including.
- in ways that are efficient and deliver value for money.

Success will mean significant progress towards these outcomes:

- healthy, happy, resilient children living in families.
- families able to make positive changes.
- children able to attend, learn and achieve at school.
- young people ready for and contributing to adult life.
- children and young people safe from harm.



Our Values:

ONE TEAM

ACCOUNTABILITY AND RESPONSIBILITY

QUALITY AND INNOVATION

RELATIONSHIPS

HIGH SUPPORT HIGH CHALLENGE

Portfolio Responsibilities

Support the day-to-day operation of the reparation team within Birmingham Youth Justice Service (BYJS)

Key Responsibilities

Developing, implementing and delivering a BYJS Reparation Action Plan, contributing to the restorative agenda across the City.

Ensuring there is a range of relevant high-quality projects which enable children engaging in reparation to learn new and transferable skills.

Compiling and keeping a Reparation Directory updated, detailing all available projects.

Providing leadership and management oversight to the BYJS Reparation Team.

Ensuring the provision of a range of reparation interventions. That will enable children who have engaged in offending behaviour to express their life experiences. Helping to increase confidence, self-esteem and levels of aspiration, whilst ensuring that children understand the ethos of reparation activity.

Working with the Restorative Practice and Victim Manager. Ensuring regular communication between the teams and that victim requests for specific reparation work are accommodated wherever possible.



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| Providing supervision, advice, support and development opportunities to workers within the Reparation Team. |
| Networking with other agencies and organisations to source relevant resources/opportunities for inclusion within the Reparation Action Plan/directory. |
| Allocating referrals for reparation work, adhering to the Reparation Referral Timeline. |
| Ensuring reparation workers are contributing to the delivery of the child's plan. With the overall aim of strengthening protective factors, increasing emotional resilience and therefore reducing the risk of further offending. |
| Ensuring reparation workers are engaging with participants in a sensitive manner. Pertaining to their level of understanding and possible past experiences, such as their own victimisation, loss or trauma. |
| Developing a process to assess and evaluate participants progress through detailed recording of reparation work undertaken. |
| Ensuring safeguarding procedures are followed and overseeing risk assessments prior to the delivery of any group work within the reparation team. |
| Assisting in the recruitment and training of staff as required. |
| Maintaining awareness of relevant national and local research and developments. Contributing proactively to the dissemination of information and best practice within the YJS. |
| Participating and contributing to the development of the team, participating in relevant training, both as a participant and a contributor. |
| Taking all practical steps to ensure the health and safety of children, staff and the public are met within the local service. |
| Promoting reparation work with children from vulnerable groups showing sensitivity and ensuring safety and well-being for all. |
| Having responsibility for carrying out all the duties of the job in accordance with Birmingham Children's Trust policies and procedures. |
| Undertaking such other duties as are within the scope of the job purpose, the title of the job and its grading. |



Key Information

Is a Safeguarding Check needed? (*DBS and Experian background checks*)

Dropdown Options:

Not Required

Or

| | Children | Adults | Children and Adults |
|----------|----------|--------|---------------------|
| Basic | | | |
| Enhanced | | | X |

Will this position have Line Manager Responsibility?

Dropdown Options:

Yes



Person Specification

| Essential Criteria | | |
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| Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation | | |
| Qualifications | AF | Have a degree or significant experience in either Social Work, Policing, Criminal Justice, Youth Work, Probation, Criminology |
| Experience | AF/I | Demonstrate substantial work experience within the Youth Justice field. |
| Experience | AF/I | Have substantial experience of supervising staff in a professional capacity. |
| Skills | AF/I | Able to recognise and act to address discrimination and disproportionality in the workplace and youth justice system. |
| Skills | AF/I | Have excellent interpersonal, organisational, communication, presentation and information management skills. |
| Skills | AF/I | Demonstrate ability to form close working partnerships with a variety of different agencies. Evidence of building and facilitating effective partnership work. |
| Skills | AF/I | Able to recognise and act to address discrimination and disproportionality in the workplace and youth justice system. |
| Skills | AF/I | Be self-motivated and able to work under pressure on own initiative. |
| Skills | AF/I | Demonstrate ability to support the delivery of a |



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| | | range of reparation interventions to children. |
| Skills | AF/I | Demonstrate ability to ensure equality of opportunity in the provision of services. |
| Skills | AF/I | Demonstrate an understanding of and an ability to respond to any safeguarding concerns. |
| Skills | AF/I | Demonstrate an understanding of how to manage risk with regard to intervention delivery, including group work. |
| Skills | AF/I | Have the ability to supervise staff, manage performance and encourage quality in youth justice services. |
| Skills | AF/I | Demonstrate ability to assess and prioritise the day-to-day tasks required, ensuring the team operates efficiently and effectively. |
| Skills | AF/I | Demonstrate ability to implement policies and procedures and ensure the team adhere to these. |
| Skills | AF/I | Have ability to fulfil all spoken aspects of the role with confidence. Using the English Language as required by Part 7 of the Immigration Act 2016. |
| Other | AF/I | Hold satisfactory completion of a Disclosure and Barring Services/ISA check (to be initiated on offer of post). |
| Knowledge | AF/I | Demonstrate knowledge of current guidance and legislation. Relating to Restorative Practice, victims and the work of the Youth Justice Service. |
| Knowledge | AF/I | Demonstrate knowledge of Criminal Justice legislation. Including evidence-based practice and effective methods of reducing offending behaviour within a child first framework. |
| Training | AF/I | Demonstrate commitment to participating in and contributing to training. |
| Training | AF/I | Be effectively involved in the training of staff and volunteers within the YJS. |



All staff at BCC understand that employment on this job description is in line with the current BCC Workforce Contract

From time to time you may be required to undertake other or additional duties as we may reasonably require

At Birmingham Children's Trust, we are dedicated to safeguarding and promoting the welfare of children and young people. We expect our staff to create an environment and culture that promotes equality, diversity, and inclusion and advocate for anti-discriminatory practices and behaviours.