



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Victim and Restorative Justice practitioner
Job Reference	<Insert post number>
Service	Children Services
Team	Prevention and Youth Justice Service
Location	The Courthouse-Efradst Court
Reports to	Team Manager
Responsible for	N/A
Grade	Grade 7
Contract Type	Permanent/Fixed Term

Main Accountabilities	
1.	To hold the victim caseload, ensuring all victims receive high quality, individualised and responsive support.
2.	To support the development of victim and restorative justice work, including all reparation activity and restorative justice meetings.
3.	To deliver training sessions and workshops to the team, partners and schools to raise awareness and understanding of victim impact, safety and support.
4.	To ensure victims views are considered as part of decision making processes and inform the interventions we deliver to children.
5.	To keep accurate, timely, detailed and effective records about all victims and the support delivered to them.
6.	To support develop the role of “child and victim advocate” to ensure it effectively contributes to service development and to provide guidance to the advocates.
7.	To ensure effective arrangements and relationships with practitioners across the PYJS to enable the needs of the victims to be met.

Person Specification	Essential	Desirable
Education/Qualifications	Professional Certificate in Youth Justice Restorative Justice Qualification	Systemic Practice certificate Child First qualification





	<p>Professional Qualification in Probation Degree in Social Work, Psychology or Law</p>	
<p>Experience</p>	<p>Working with children, adults or victims in the criminal justice system.</p> <p>Managing a high caseload of children, victims, or adults with complex needs.</p> <p>Working with victims of crime and delivering restorative justice interventions.</p> <p>Working in multi-agency settings, sharing information and contributing to shared plans and goals to improve outcomes for children and families</p>	<p>Delivering restorative justice meeting Developing/designing new areas of work within a team Supporting children at risk of or victims of exploitation and serious violence</p>
<p>Skills/Knowledge</p>	<p>Knowledge and experience of systemic and trauma informed approaches to support children, families and victims</p> <p>Analytical skills to be able to assess the facts and context presented by each child and family and victims</p> <p>Report writing skills to be able to write reports for a variety of audiences, breaking down and summarising complex concepts and using good English</p> <p>Knowledge of relevant youth criminal justice legislation, including victims' code</p> <p>Knowledge of the Youth Justice Board case management guidance</p> <p>Knowledge of the Child First framework</p> <p>Knowledge and experience of systemic and trauma responsive approaches to support children, families and victims</p> <p>Ability to work in a high paced environment, juggling various</p>	<p>Ability to analyse areas of work and make decisions to improve them</p> <p>Has initiative and is motivated to explore creative and innovative approaches</p> <p>Sets challenging goals for self and others and identifies opportunities and barriers and deals with them to achieve service delivery and development</p>





	<p>responsibilities simultaneously while working towards tight deadlines.</p> <p>Manages own time and prioritises work and supports other colleagues to meet agreed deadlines.</p> <p>Keeps accurate, timely and effective records and understands the importance of this aspect of the job.</p>	
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Purpose Details	
Service Purpose	To prevent children's (re) offending and support victims of crime.
Role Purpose	<p>To provide high quality, individualised and responsive support for victims.</p> <p>To develop and sustain a portfolio of relevant and suitable reparation projects.</p> <p>To sustain effective relationships with youth justice practitioners to ensure victims' wishes and safety is prioritised.</p> <p>To deliver restorative justice meetings.</p> <p>To guide the work of children and victim advocates.</p>

Supervision and Relationships	
Supervision Received	Reports to Team Manager
Supervision Given	n/a
Contacts	<Key internal/external stakeholders and purpose of contact>

Resources/Budget Management
No budget responsibilities





Special Requirements

Enhanced DBS
Occasional evening and weekend work may be required
Valid driving licence
Access to a car every day

Occupational Health Risk Assessment

Details

Skin/Respiratory Sensitisers

N

Working at Height

N

Exposure to Noise (>80-85dB)

<N

Confined Spaces

N

Frequent Display Screen Equipment Use

Y

Driving for Work

Y

Hand Arm Vibration

N

Lone Working

Y

Healthcare/Social Contact with Patients

N

Blood Borne Viruses Exposure

N

Food Handling

N

Working with Animals

N

Specialised Medical Screening

N

Night Working

N

Safety Critical Work

N

Nature of the Role

Details

Healthcare or Hospital Work

N

Working with Children (under 18)

Y

Working with Elderly/Vulnerable Adults

Y

Work Environment Details

Hybrid-Office, Home,
Community





Role Involvement	Details
Working with Children	Y
Working with Vulnerable Adults	Y
Both of the Above	Y
Providing Care/Supervision for Children	Y
Providing Care/Supervision for Vulnerable Adults	Y
Both of the Above	Y
None of the Above	<Y/N>

Disclosure and Barring Service (DBS)	Details
DBS Requirement	Children Enhanced
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks
<Details of required regular checks in line with regulations.>

Evaluation Declaration	
Date of Evaluation:	March 2026
Evaluated by:	HR team

