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| Document: | Role Description |
| **Job Title:** | Criminal Justice Volunteer Coach – FoRehab |
| **Project Base:** | Leeds IOM |
| **Hours:** | **Voluntary** |
| **Accountable to:** | Project Lead |
| **Job Summary:** | As an Emerging Futures Volunteer Coach, you will work across all projects within the Leeds IOM contract.  In partnership with Change Grow Live, you will facilitate behaviour change programmes for those involved with criminal justice services. Across the City of Leeds, you will support individuals to transition into the community from prison on behalf of Emerging Futures (EF) CIC.  You will contribute to the service to ensure that service users receive high quality services that adhere to the best practice guidelines, policies, and ethos of Emerging Futures. You will be responsible for contributing to the overall performance of the service to ensure that positive outcomes are achieved through working in an asset-based, collaborative, and pro-active manner.  The role of a CJ Volunteer Coach involves affiliating individuals into developing and establishing desistance from offending and detachment from criminal justice services. You will identify positive change/wellbeing assets and resources within the wider community and support the development of self-sustaining community groups.  As part of the role, you will be required to promote wellbeing and active citizenship; using your unique skills and experience to support others. You will develop and assist in sustaining support networks across the region and well as promote and support the involvement of families in services, aftercare, and mutual aid and recovery communities as per the ethos of Emerging Futures CIC.  You will promote various options and routes into community based mutual aid and/or community reintegration through adult education, volunteering opportunities, employment, social enterprises, and community activities. You will deliver/facilitate extensive programmes across the county. |
| **Values:** | **Our values**  **Respect**: listening to people and treating them with dignity.  **Integrity**: being honest and open (with each other) and providing a voice for those who are expert by experience.  **Accountability**: taking purpose-driven action, owning our decisions, and remaining flexible as we grow.  At Emerging Futures, we believe that everyone has the potential to change, grow and learn and achieve the best they can in everything they do. We know it takes courage and commitment, which is why we have a passion and competency statement, rather than a mission statement.  *We are passionate about providing people with safe homes where they can connect with others, find rewarding things to do and be motivated to pay it forward. By aligning our passion with knowledge, we have the skills and competence to unlock people’s potential to change their lives.*  You will be someone who is committed to our statement and that shares in our belief in the inherent capacity and potential of all individuals, and that empowering individuals to support each other leads to positive change; not only for themselves, but also for their communities. |

**Principal Duties and Responsibilities**

Communication, Representation and Engagement

1. To ensure the profile of EF is raised at every opportunity and that examples of good practice are shared with the widest possible audience, including local employers, communities, and recovery communities.
2. Ensure your services are promoted through a variety of communications, marketing and media sources and platforms.
3. Build and maintain active relationships with local groups and businesses to continuously create and maintain opportunities for positive activity for service users during and after leaving treatment interventions, abstinence programmes and community outreach services.
4. Take an active role in the wider community and create opportunities for partnership working to make recovery visible, viable and an attractive option for all.

Governance, Legal, Facilities and Risk

1. Promote and ensure adherence to Equality of Opportunity policies and anti-discriminatory practice, demonstrating EF’s commitment to valuing diversity.

Service Delivery & Performance

1. Identify pathways which assist service users in developing strong links with the greater community including mutual aid and employment services.
2. Support local case managers in becoming aware of -and including- community reintegration options to provide a clear, purposeful ‘end point’ for service users in the community upon discharge from IOM services.
3. Alongside all Emerging Futures staff, promote the message of hope, behaviour change, visible assertive linkage, collaborative working, and meaningful reintegration into the community.

1. Address any concerns service users may have with regards to engaging in community activities and provide support around this in a person-centred, strength-based manner.
2. Creatively and actively identify/map local assets and instigate partnership working opportunities across Lancashire to provide varied options and in turn empower service users to be autonomous through personal choice.
3. Promote local wellbeing groups, providing support where necessary to attend these groups including priming, peer support and in-reach/assertive linkage.
4. Actively support the involvement of families and support networks in service development and delivery.
5. Facilitate specific group work programmes in partnership with Change Grow Live.

Other

1. You will be required to work flexibly from varying operational sites as required and agreed with line manager.
2. Commitment to continued personal development, maintaining an up-to-date knowledge of developments across the field, legislation, and practice relevant to the service user group.

**Generic Duties & Responsibilities**

Confidentiality

Service user, volunteer and/or staff information is confidential. It is a condition of employment that you will not use or disclose any confidential information obtained in accordance with data protection legislation.

Code of Conduct

All volunteers are expected to adhere to all EF’s policies and procedures that establish standards of good practice and follow any codes of conduct which are relevant to their own profession.

Privacy & Dignity

Staff should respect service user/family/carer’s diversity, cultural needs and privacy.

Safeguarding

All staff have a duty to safeguard and promote the welfare of service users, volunteers, their families and carers, you have a duty to ensure you are familiar with safeguarding policies, attend training for safeguarding and know who to contact if you have concerns about an adult or child’s welfare.

Health & Safety

Emerging Futures has a duty of care to employees and will ensure that, as far as is reasonably practicable, adequate training, facilities and arrangements for risk avoidance are in place. All volunteers are required to comply with relevant Health and Safety legislation and policies relating to Health & Safety and Risk Management