

Document:	Role Description
<b>Job Title:</b>	Volunteer Criminal Justice Coach
<b>Project Base:</b>	Leeds Integrated Offender Management (IOM)
<b>Hours:</b>	<b>Voluntary</b>
<b>Accountable to:</b>	Project Lead
<b>Job Summary:</b>	<p>As a Volunteer Criminal Justice Coach, you will support all projects within the Leeds Integrated Offender Management (IOM) contract.</p> <p>In collaboration with our partners Change Grow Live, you will support the delivery of 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).</p> <p>You will help identify wellbeing resources within the wider community for people to access to support their detachment from criminal justice services.</p> <p>You will also promote and support the involvement of families in our services.</p> <p>You will receive an in-depth training package as well as regular supervision and direct support.</p>

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.



## Principal Duties and Responsibilities

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### 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. Facilitate specific group work programmes in partnership with Change Grow Live.
3. Actively support the involvement of families and support networks in service development and delivery.
4. Promote local wellbeing groups, providing support where necessary to attend these groups including priming, peer support and in-reach/assertive linkage.
5. Maintain accurate and up to date case notes on our client recording systems.
6. Alongside all Emerging Futures staff, promote the message of hope, behaviour change, visible assertive linkage, collaborative working, and meaningful reintegration into the community.
7. 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.
8. Creatively and actively identify local assets and instigate partnership working opportunities across Leeds to provide varied options and in turn empower service users to be autonomous through personal choice.

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### 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.

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## 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.

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## 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.

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## 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

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