BETHANY CHRISTIAN TRUST

JOB DESCRIPTION –

COMMUNITY RESETTLEMENT WORKER

**1 JOB DETAILS**

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| **Job Title** | | Community Resettlement Worker | | **Line Manager** | Community Reintegration Coordinator | |
| **Grade Level** | 3 | | **Salary Range** | 19-23 | **FTE Salary Range** | £23,430 - £25,976 |
| **Section/Unit** | | Connect 2 Community | | **Directorate** | Operations | |
| **Location** | | Fife, Dundee, Angus, Perth and Kinross | | | | |
| **Hours** | | 22.5 | | **FTE** | 0.6 | |
| **OR** | | Required to have a genuine and active Christian faith and commitment | | | | |

**2 JOB PURPOSE**

The aim of this role is to link people with experience of the criminal justice system with local churches, ideally prior to release. The role includes supporting the churches and their volunteer mentors to work with people as they settle into the church and integrate in to the broader local community. This will be done through building and maintaining quality relationships between Connect to Community (C2C) and the Scottish Prison Service, Scottish Criminal Justice authorities, local churches, local communities, voluntary sector organisations, companies and other key individuals within the target release areas of people engaging with the service.

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| 3 MAIN RESPONSIBILITIES | Approx. % of time |
| * Supporting each person choosing to work with C2C (often via Prison Chaplaincy) as they leave prison until they connect with a C2C church and linking to a lead mentor. | 30% |
| * Supervising, supporting and empowering mentors to work with C2C clients post release. | 20% |
| * To carry out assessment visits for people exiting prison (Protected Adults) who are seeking support from C2C to resettle in community. | 25% |
| * Establish and develop ongoing relationships/contact with key individuals within: Scottish Criminal Justice system, Scottish Prison Service, Prison Chaplains, local churches and voluntary sector organisations. | 10% |
| * Train C2C churches and their volunteers so that they are able to carry out their specific roles in mentoring and supporting the people using the service within the Christian community. | 5% |
| * Developing your role within the wider context of Bethany’s work. Demonstrating a commitment to personal and professional development. Monitoring progress and evaluating outcomes while maintaining data as required for management reporting. Undertaking effective and efficient administration. Making presentations to churches and community groups. | 5% |
| * Participate in Christian worship with other staff and, where appropriate, people who use our services and stakeholders. | 5% |

**4 PLANNING AND ORGANISING**

* Work in coordination with prison chaplains and church mentors to plan and organise assessments, liberation day meet ups and ongoing meetings and evaluations.
* Work within set timeframes to arrange matches with lead mentors within an individual’s target release area and prioritise referrals so that isolated individuals can be supported in the absence of available volunteers.

**5 PROBLEM SOLVING**

* Consider ways of maintaining positive relationships and contact with people using the service as well as their mentors.
* Consider how to capitalise on unplanned opportunities that present themselves, making use of available resources flexibility and creativity.
* Use initiative to solve problems.
* Develop the role to bring improvements and increased efficiencies.
* Flexible and open to change with a willingness to embrace this to meet the changing needs of the service and organisation.
* Deal with public enquiries and ensure the smooth progression from client referral to transition into the service and the appropriate matching to a lead mentor.

**6 DECISION MAKING**

* Prioritisation of own workload and utilisation of the right sources of information to use and contact.
* Passing on necessary information from referrals to mentors as part of the matching process.
* Reporting to the C2C Community Reintegration Coordinator ensure that all administration is in line with organisational best practice.
* Ability to work on own initiative when appropriate without close supervision, to make sound judgements that adhere to all organisational policies and procedures.
* Identify the training requirements of new and existing volunteers and support their understanding to inform good practice.
* Have good self-awareness to know when to ask for additional support, supplementary supervision, and debriefing.

**7 KEY CONTACTS AND RELATIONSHIPS**

The establishment of meaningful, fruitful, and sustainable relationships is central to the success of the role. The key types of relationship to be developed and the desired outcomes from them are listed below:

* Church Leaders – C2C becomes a chosen service to support the outworking of their mission and vision to their community.
* Volunteer Mentors – Mentors become highly trained and supported in their role to be highly professional in their manner and achieve high quality outcomes.
* People using the service – Those with experience of the criminal justice system become successfully integrated into their community, sustain their accommodation.
* Bethany Staff – Staff are aware of the work of C2C and professional relationships flourish, always reflecting the values of the organisation.
* Prison Chaplains and Scottish Prison Service Staff – C2C becomes a chosen service to support individuals to reduce offending through community integration on liberation and securing regular referrals.
* Other Agencies (third sector and statutory including local authority housing and social work departments) – C2C becomes a valued service, harmonising with other services.

**8 KNOWLEDGE, SKILLS AND EXPERIENCE NEEDED FOR THE JOB**

The qualifications and characteristics that will be desirable of the person undertaking the role include:

* SVQ 3 in Community Justice: Working with Offending Behaviour at SCQF level 7 or equivalent in social care (or significant relevant experience with a willingness to obtain relevant qualifications);
* Significant experience working with people who have a history of offending;
* Experience of social transformation ministry within a church context;
* Good knowledge of the Scottish criminal justice system;
* A demonstrable passion and commitment to people from vulnerable backgrounds and to social action and care;
* Excellent written and communication skills;
* Excellent capacity to form, build and maintain relationships with people from a range of backgrounds and professions;
* Awareness of and respect for the diversity of the Christian denominations and how to interact effectively with each group;
* Ability to show God’s love in action as an outworking of personal Christian faith to all stakeholders;
* Ability to prioritise, work to deadlines and do so while under pressure;
* Credible and professional team worker with the ability to complete & finish tasks.

# REPORTING

* The Community Reintegration Coordinator will regularly meet with the post holder to ensure that progress and activity including outcome evaluations and output statistics are shared.
* The post holder will work with the C2C Community Reintegration Coordinator and Referrals & Communications Worker to ensure volunteer and client information is up to date.

**10 JOB CONTEXT AND ANY OTHER RELEVANT INFORMATION**

* The post holder is required to have an active Christian faith on the basis of the following:
* *The face to face contact the post holder will have with service users in facilitating their increasing independence through physical, emotional and spiritual support****.***
* The post-holder is required to participate in and occasionally lead Christian worship in a work setting and respond to questions about the Christian faith from personal experience, in order to contextualise Bethany’s Vision of working with vulnerable people as an expression of Christian love in action.
* The post holder will be expected to promote a common understanding of what Bethany’s values mean. Critical to success there will be an expectation of the post holder to consistently model Bethany’s values in all activities and relationships.

**Culture –** *Love* is our standard.

We *Serve* others.

We *Value* the whole person.

* The work involves some work outside normal office hours, including evenings and occasional weekends.
* The post-holder is required to have a full driving licence and access to their own car for the purposes of fulfilling the duties of the role.
* The post-holder will be required to travel and work away from home, in order to effectively carry out the responsibilities of the role.
* A willingness to travel further afield for organisational away days and to build wider organisational understanding will be requested occasionally.
* This post, under the Protection of Vulnerable Groups (PVG) Scheme undertakes regulated work as part of the normal duties and therefore requires an enhanced disclosure certificate under the PVG Scheme. Specifically, the regulated work includes:
  + Support for vulnerable adults in the community.