

## VOLUNTEER ROLE DESCRIPTION TEMPLATE

<b>Portfolio Area: Education and Youth, Youth Justice Service</b>	
<b>Location: Various locations around Flintshire</b>	
<b>Activity Base</b> (for expenses purposes): County Hall, Mold	
<b>Activity Title: Community Panel Member</b>	
<b>Volunteer Supervisor: Alun Winstanley</b>	
<b>1.</b>	<p><b>Short description of activity:</b></p> <p>Children and young people aged 10 – 17 who appear in the Youth Court, who plead guilty and have not been convicted before, will usually be dealt with by way of a Referral Order. The length of the Referral Order is determined by the Court (3 – 12 months). The young person is then referred to a Youth Offender Panel. Community Panel Members sit on Youth Offender Panels and use restorative justice approaches to engage the offender and where appropriate, their victim to allow the young person to take responsibility for their behaviour, put right the harm they have caused and help them reintegrate back into their community. Community Panel Members must be over the age of 18 years when applying. The post will also require an Enhanced DBS check.</p>
<b>2.</b>	<p><b>Main tasks and responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Sit on Community Panel Meetings and engage young people, parent(s) carer(s) and victims in a restorative conversation</li> <li>• Ensure all persons present in the meeting have an opportunity to have their say and have their voice heard</li> <li>• Help young people take responsibility for their behaviour</li> <li>• Assist young people to change their behaviour</li> <li>• Assist young people put right the harm they have caused to others</li> <li>• Assist young people and their victims to become reintegrated into their communities.</li> <li>• Create Youth Offender Contracts</li> <li>• Attend training and supervision with the Flintshire Youth Justice Service</li> <li>• Reviewing a young person's progress and where necessary refer cases back to Court for non-compliance or early revocation.</li> <li>• Support the Youth Justice Service in the development of Restorative</li> </ul>

	<p>Justice Projects</p> <ul style="list-style-type: none"> <li>• Maintain communication with your line manager and inform them of any changes to your circumstances</li> <li>• Maintain confidentiality, data protection and conduct yourself in line with Flintshire Youth Justice Service values and ethics.</li> </ul>
<p><b>3.</b></p>	<p><b>Timescale:</b></p> <p>Open recruitment. Training for new Community Panel Members takes place annually. Current recruitment phase ends 31<sup>st</sup> October with training taking place in November 2016.</p> <p>Please contact the Flintshire Youth Justice Service for more details and an application form on 01352 701125.</p>
<p><b>4.</b></p>	<p><b>Skills and experience required (if any):</b></p> <p>We are keen to attract volunteers from all areas of the community with a variety of experience. Essentially applicants must have a keen interest in supporting their communities, young people and the work of the Youth Justice Service. Volunteers must have good communication skills and demonstrate an ability to engage young people, parents / carers and victims. Volunteers must be able to facilitate the restorative conversation whilst remaining impartial and sensitive to the needs of others. Volunteers should have a value base which evidences non-discriminatory values and practices with an appreciation that people can change and become reintegrated into the community. Volunteers should be able to respond to diversity and maintain confidentiality.</p>
<p><b>5.</b></p>	<p><b>Any physical demands of activity:</b></p> <p>There are no specific physical demands. Community Panel Members are expected to be able to attend Community Panel Meetings at various locations around Flintshire.</p>
<p><b>6.</b></p>	<p><b>Training required (if any):</b></p> <p>A full training programme will be provided by trained Restorative Justice Facilitators within the Youth Justice Service. Successful completion of the training and interview is required.</p> <p>If volunteers are successful in their appointment to a Community Panel Member there is an expectation that you will attend ongoing training and supervision as part of your role on a monthly basis.</p>

7.	<p><b>Resources</b> (the volunteer is personally accountable/responsible for the following):</p> <p>As a Community Panel Member you are responsible for representing the Youth Justice Service. Community Panel Members must conduct themselves in line with the responsibilities and values of the Youth Justice Service. In line with this you will be expected to adhere to strict confidentiality and data protection. Any changes in your circumstances or breaches to the above must be immediately relayed to your line manager. Community Panel Members are expected to engage in non-discriminatory practice as part of their role. Any reports or assessments you receive as part of your role must not be copied or shared with a third party and must be returned to the Youth Justice Service following a Panel Meeting. Community Panel Members are responsible for attending training and maintain competencies# in order to complete the role.</p>
8.	<p>Level of supervision required:</p> <p>Community Panel Members will be supported by the Youth Justice Service and will be required to undertake ongoing training and supervision as part of their role. Ongoing training and supervision takes place on a monthly basis. Failure to attend training or supervision may result in your appointment being withdrawn.</p>
9.	<p><b>Other information</b> (e.g. issues with access to site, activity requires own transport etc.):</p> <p>Community Panel Meetings take place throughout Flintshire at various locations and times. Community Panel Members are expected to be flexible and able to attend various locations to undertake their role. It is not a requirement that volunteers must be able to drive, however, volunteers must be able to attend various locations throughout the county when required.</p> <p>Travel expenses will be reimbursed in order to facilitate your role.</p>

	Name	Signature	Date
<b>Activity Description written by: [Supervisor]</b>			
<b>Activity Description agreed by: [Volunteer]</b>			

