

Job Title: Community Reparation Officer – Sessional
(Working in the Community Payback Service)

Responsible To: Service Manager

Supervisory Responsibility: The post holder has no supervisory responsibility.

Overall Purpose of the Role:

- The post holder will work with a group of 5 (maximum) individuals who are subject to Community Service orders in selected tasks of a practical nature, mainly redecoration of properties and basic “DIY”. The post holder will monitor attendance of service users, help these individuals complete the assigned task, assist them in developing their practical skills so they can learn from the experience whilst undertaking constructive work for the benefit of local communities.

Main Duties and Responsibilities:

- To work with the service users assigned to the task and assist team in gaining practical skills.
- To work with the service users whilst they “work off” the hours allocated by the courts to payback to the community for their offending.
- To ensure all individuals in the group observe the rules of the task and comply with health and safety requirements.
- To ensure all group members wear the required health and safety equipment.
- To ensure all individuals operate in a respectful and appropriate manner during the work sessions.
- To assist group members undertake the practical tasks assigned and help them in learning new skills or developing their current skills.
- To report any breach of conditions by any group member or any other serious matter to the service manager.
- To maintain records relating to attendance and performance levels of group members.
- To ensure the designated hours are worked at each session.
- To ensure the work location is left in a tidy, safe and lockfast condition at the end of each session.
- To liaise and cooperate with other agencies, where appropriate, to ensure the smooth operation of the work tasks.
- To carry out all duties in accordance with Sacro’s policies and procedures.

Education and Experience:

No formal educational qualifications are required. Good communication skills are essential and an ability to engage with all individuals, including those who may present challenging attitudes. Experience of working with offenders and or knowledge of the Criminal Justice System would be helpful although training will be given. The postholder should have excellent practical skills, mainly painting and decorating, that would be beneficial in preparing tenancies ready for new tenants. Basic practical maintenance would be a useful asset. A recognised vocational qualification would be desirable. The postholder should hold a valid first aid certificate or be willing to undertake this training when in post. A current full driving licence is

essential. Access to a vehicle enabling the transport of individuals and equipment would be desirable.

Other:

Sacro is fully committed to the active promotion of equal opportunity in its capacity as an employer and in the provision of all its services, both to those harmed by, and those responsible for, crime and to the community as a whole. It is the individual responsibility of every member of staff to seek to ensure the practical application of this policy.

All staff are required to show commitment to Sacro's aims and objectives and to the promotion of equality of opportunity.

All staff are required to adhere to Sacro's Health & Safety policy and to implement it in their working environment and practices.

Teamwork is a vital aspect of Sacro's work and post holders are expected to take an active part in meetings, as required, and, where possible, to cover for colleagues.

Staff are required to ensure immediate notification to their line manager of any criminal charges or convictions.

The post holder will be required to operate within anti discriminatory guidance.

Outline of main terms and conditions of service

Payment	Hourly rate: £9.18
Contract:	Sessional
Leave entitlement:	Your annual leave entitlement in any leave year is based on the allowance of 25 days annual leave, proportionate to the number of hours worked in a monthly period.
Hours of work:	As and when required. Evening/weekend work will be required.
Condition:	This post is subject to membership of the PVG (Protecting Vulnerable Groups Scheme).
Work base:	Glasgow area.
Other:	Full driving licence required and access to a vehicle is desirable.
Notice:	One week on either side, in writing.