

**RESTORATIVE SERVICE  
COORDINATOR:  
Job advert**



**Post: Restorative Service Coordinator, 22 hours per week (37 FTE).** (With potential for this role to expand to additional days)

**Pay: £16,054-£17,8387 according to experience (£27-30,000 FTE).**

**Location:** Shepherds Bush London W14

**Responsible to:** Director

**Probation period:** 6 months.

**Fixed term period:** 30<sup>th</sup> November 2019 (With potential to extend if continued funding is secured)

**Benefits:** Pension scheme with company contributions. Interest free loan for season travel ticket.

**The Service and the Role**

Calm Mediation is a registered charity which has been providing a restorative justice (RJ) service to victims and offenders since 2005 with the support of the Big Lottery. We achieved the Restorative Service Quality Mark in 2016, and provide accredited practitioner training.

We are seeking a dynamic, resourceful Restorative Service Coordinator to continue to build on this reputation for excellence, working with a variety of organisations in the criminal justice sector.

The post holder will run an efficient case management process, handling RJ referrals and case information, liaising with referrers and service users, and ensuring that we continue to comply with relevant quality standards. You will oversee our brilliant team of volunteer facilitators, with specific supervision responsibilities for up to 20. Alongside this you will be involved in the development and promotion of the service, seeking new sources of referrals and funding as well as maintaining existing channels and meeting referral targets. The role will also involve marketing, organisation and the delivery of Calm Mediation's training courses and workshops.

To succeed in this role, you will need sound knowledge and experience of restorative practice, initiative, and excellent communication, interpersonal and customer service skills.

We operate flexi-hours and this role will require occasional work at weekends and evenings.

**Application process**

To request an application pack, please email [info@calmmediation.org](mailto:info@calmmediation.org). For more information about Calm Mediation, see our website at [www.calmmediation.org](http://www.calmmediation.org)

Please submit your completed application form outlining your suitability for the post to [corinne@calmmediation.org](mailto:corinne@calmmediation.org).

Deadline for applications: 2<sup>nd</sup> January 2018, 5pm

Interview: 23 or 26 January 2018.

*From time to time, Calm Mediation deals with vulnerable people. Please note therefore, the successful applicant will be subject to a DBS check, which must result in a positive outcome.*