**A picture containing logo

Description automatically generatedRJ Working Team Support Worker**

**Job Description**

**The Organisation:** RJ Working is a charity serving the communities of Cornwall. We support young people’s leadership through Restorative Practice, to enable their voices, participation and empowerment. Restorative Practice helps to build better relationships and the skills to look after ourselves and each other. This creates a foundation for building fairer communities and tackling inequalities. We are also developing the relevance of Restorative Practice for responding to the climate and ecological crisis.

**The role:** As a Restorative Team Support Worker your role will be to support the youth-led team to function effectively through various structures and procedures.

In 2024 these will include:

* Administration, finance and liaison - within the team & with partners -for the YEP Project
* Administration, finance and liaison - within the team & with partners -for Beyond the Labels
* Management of grant funding, Income & expenditure records and liaison with accountants for quarterly Management Accounts as appropriate.
* Other duties commensurate with the role

**Hours:** This role is offered at 12 hour per week contract, across two working days per week, from 18th March 2024 initially for 1 year. An extension and/or further hours of work may become available dependent on funding, as may development of the role.

**Renumeration**: £12.20 per hour with the potential for progression if the role is extended.

**Training and Support:** The successful applicant will be given a full induction into the team, and training in Restorative Practice. You will work as part of the ‘backstage’ team, engaging in regular supportive meetings both for your own role, and for the benefit of colleagues.

You will be supported to understand and work within the policies of RJ Working including our Safeguarding policy, and provided with relevant and necessary training.

**Person Specification**

The successful candidate will have the following;

**Experience:**

* Experience of working with charitable purposes the associated structures & processes (eg Charity Commission, Board of Trustees, Annual Reporting).
* Experience of working with people with complex / dynamic needs
* Awareness of social and environmental justice issues

**Knowledge:**

* Knowledge of Microsoft Office, especially excel spreadsheets, and the ability to use these for tracking grant spending.
* Financial knowledge to liaise with accountants for Management accounts and to use an accounting system (Xero)
* Self-knowledge, and the ability to support conversations about difficulties & challenges
* Some understanding of services for young people & school / college systems
* Some understanding of social & environmental justice issues and their impact on young people’s lives

**Skills:**

* Good communication & interpersonal skills, and the ability to relate to people from diverse backgrounds, whether team members or various partner organisations
* Problem-solving skills
* Organisational and time management skills
* Ability to take individual responsibility & initiative, also to work as part of a team

**Attributes and Qualities:**

* Confidence to solve problems to achieve accurate budgets; support the recording and development of income and expenditure; manage grant reporting
* Enthusiasm for learning about Restorative Practice, and a commitment to Restorative values within the team
* Positive can-do approach to problem-solving
* Willingness to learn and to discuss issues as they arise
* Capability of sharing learning with other people
* Willingness to look at issues from a range of angles
* Understanding and empathic
* Capability of talking about impact of harms to identity such as racism & associated issues.

**Key Relationships**

* Since YEP and Beyond The Labels are both 16+projects, the relationship with the RJ Working 16+ Lead will be central.
* Financial management will require liaison with the CEO.
* Other relationships may be for specific phases of weeks or months, depending on the task and focus agreed.

For further information please contact [deborah@rjworking.co.uk](mailto:deborah@rjworking.co.uk)

and please see website [www.rjworking.co.uk](http://www.rjworking.co.uk)

Please contact [jane@rjworking.co.uk](mailto:jane@rjworking.co.uk) for an application form and associated forms. Deadline for applications is 12noon Weds 13th March 2024. Interviews are expected to be on or soon after Thursday 14th March.