



Young People's Project Worker — East Cornwall

RJ Working undertakes vital work towards building more compassionate, fairer communities. We do this by enabling young people to develop the skills, understanding, & confidence to address social injustice and reduce harm, particularly identity-related harm, and climate-related harm, using the Restorative model.

Our mission

Restorative Practice equips young people, children and families with the principles, language and confidence to build more compassionate and fairer communities. It's a way of encouraging creative responses to conflict and harm through understanding and valuing differences. Our mission is to support school and college communities and, most importantly, young people across Cornwall and the Isles of Scilly to introduce and use Restorative approaches and knowledge, and practice Restorative skills. Our organisation is committed to supporting young people taking the lead in Restorative Practice development, and engaging others to support their leadership.

Our vision: We believe that every child and young person deserves to learn Restorative principles and language to support them at school or college, at home in everyday life, in their communities and in their future workplace.

Our values: As a Restorative organisation we aspire to:

- Apply principles of mutual respect & responsibility in all internal & external relationships.
- Actively work to prevent, address and repair harm both interpersonal and systemic inequality.
- Engage in continuous learning to further develop communication & problem-solving skills.

About RJ Working

We are a charitable organisation based in Cornwall with a small multi-disciplinary team of highly skilled staff and Trustees whose expertise and backgrounds include education, social work, youth work, probation, arts and community activism.

The RJ Working team uses Restorative Practice to engage young people and children in better looking after themselves and each other, through innovative training and groupwork in Cornwall and the Isles of Scilly's schools' colleges and communities. We also train adults working with young people to support young people taking the lead in Restorative practice development.

We use the Restorative model to:

- Develop the self, improving understanding and communication to resolve conflict.
- Tackle immediate issues such as prejudice, discrimination and racism.
- Invest in leadership by young people, prioritising the most marginalised.
- Challenge the status quo; via a value led model which brings about whole school/system change.

Job Description

This job description sets out the main duties and responsibilities of the role. It is not exhaustive.

The postholder may be required to undertake other duties consistent with the purpose and level of the role, following discussion with their line manager.

This job description may be reviewed and updated from time to time to reflect RJ Working's organisational needs, project funding, delivery model and operating arrangements.

Role Details

Role title: Young People's Project Worker — **East Cornwall**

Contract: Two-year fixed term contract (6-month probationary period).

Hours: 20hrs a week, to be agreed with the successful candidate.

Working pattern: Core working days will be agreed and flexible by negotiation. For example, it may be necessary to work 3 days in a particular week, and then 2.5 days the following week.

Salary: £26,228 full time equivalent, pro rata (£14,000).

Annual leave: 28 days including bank holidays, pro rata. Because this role works closely with schools and colleges, annual leave will normally be taken during school holidays.

Line management: The postholder will be supervised by RJ Working's Restorative Practice Lead and supported by colleagues in similar Project Worker roles.

Job Purpose

The Young People's Project Worker will support youth-led projects in East Cornwall, using the Restorative model, so that young people are supported and empowered to lead, have their voices heard, and take positive action to make things better socially, locally and on a wider scale.

The role will support delivery of a Reaching Communities Project in East Cornwall, focusing on young people's leadership, restorative skills, climate and nature conversations, wellbeing, belonging, and positive community action.

The postholder will work with young people, schools, colleges, community partners and the RJ Working team to create safe, inclusive and purposeful opportunities for young people to participate, lead, learn and influence change.

The role will support young people to take leadership in ways that are safe, inclusive, purposeful and appropriate to their role, age, experience and agreed level of involvement. This includes helping young people understand how their views can influence change, while recognising where decisions sit with RJ Working staff, schools, colleges, partners or other organisations.

Key Responsibilities

The postholder will support the delivery of RJ Working's Reaching Communities Project in East Cornwall and complementary activities. This includes responsibility for:

1. Supporting the use of Restorative Practice with young people in secondary school, further education college and community settings.
2. Supporting young people to develop confidence, communication, teamwork, belonging, social and emotional skills, and Restorative practice.
3. Supporting youth-led climate and nature conversations, events, campaigns and community action.
4. Working with colleagues to plan, prepare and deliver sessions, activities, resources, training and events.
5. Helping create safe, structured and inclusive spaces where young people can share views, develop ideas, take responsibility and work together.
6. Supporting young people to take positive action in ways that are realistic, respectful and aligned with RJ Working's values and the aims of our Reaching Communities Project.
7. Contributing learning from East Cornwall delivery so that RJ Working can understand what is working well, what is difficult, and what may need to change.

Restorative Practice and Young People's Leadership

The postholder will use Restorative Practice to support young people's participation, leadership, communication and action. This includes responsibility for:

1. Supporting young people to understand and use Restorative Approaches in their schools, colleges and communities.
2. Helping young people understand restorative values, including mutual respect, shared responsibility, listening, repair, accountability and care.
3. Supporting young people to lead, while helping them understand the boundaries of their role and the responsibilities that come with leadership.
4. Encouraging young people to have their voices heard and helping them understand how their ideas can influence change.
5. Using supportive challenge to help young people test ideas, think about impact, understand consequences and develop responsibility.
6. Helping young people to communicate creatively and respectfully with each other, with older people and with their wider communities.
7. Recognising when young people may need additional support, guidance or boundaries, and raising this with the Restorative Practice Lead where appropriate.

Schools, Colleges, Partners and Community Relationships

The postholder will help RJ Working build and maintain positive working relationships in East Cornwall. This includes responsibility for:

1. Building positive relationships with relevant staff in further education colleges, secondary schools and community settings.
2. Supporting RJ Working's existing relationships with schools, colleges and young people, and helping develop new local connections where agreed.
3. Supporting youth-led events, conversations and activities with schools, colleges and community partners.
4. Representing RJ Working positively, clearly and professionally in East Cornwall.
5. Communicating with partners in ways that are clear, respectful, timely and consistent with RJ Working's values.
6. Sharing relevant information with the Restorative Practice Lead and wider RJ Working team so that relationships and delivery are well supported.
7. Seeking guidance before making commitments to schools, colleges, partners or young people that go beyond agreed project activity.

Team Working, Communication and Accountability

The postholder will work as part of the RJ Working team and contribute to a culture of openness, care, communication and shared responsibility. This includes responsibility for:

1. Working closely with the Restorative Practice Lead and other members of the RJ Working team, including paid interns, to deliver agreed project activity.
2. Communicating clearly and promptly with colleagues, young people, schools, colleges and partners.
3. Agreeing actions clearly with colleagues and following through on what has been agreed.
4. Sharing updates, keeping appropriate notes and raising concerns early.
5. Making sure colleagues are clear about what has been agreed, what needs to happen next, and where support or decisions are needed.
6. Working within agreed project plans, safeguarding procedures, organisational policies and RJ Working's decision-making arrangements.
7. Asking for guidance when responsibilities, decisions, boundaries or next steps are unclear.
8. Contributing to team learning, reflection and review.

Safeguarding, Care and Inclusion

The postholder will implement RJ Working policies and procedures, with an emphasis on safeguarding and building a culture of care, with the interests and wellbeing of young people at the heart of all we do. This includes responsibility for:

1. Prioritising the safety, dignity and wellbeing of children and young people.
2. Understanding and following RJ Working's safeguarding policy and procedures.
3. Recognising potential safeguarding concerns or wellbeing issues and communicating these promptly to the appropriate person.
4. Supporting safe and inclusive spaces for young people with different experiences, identities and backgrounds.
5. Practising active anti-discriminatory work and contributing to ongoing team learning.
6. Supporting young people with empathy, creativity and appropriate boundaries.
7. Seeking guidance from the Restorative Practice Lead where there are concerns about safeguarding, young people's wellbeing, project delivery, communication or decision-making.

Records, Resources, Monitoring and Learning

The postholder will support good organisation, administration and learning across the East Cornwall work and across the wider team, as needed. This includes responsibility for:

1. Keeping accurate records of activity, attendance, young people's involvement, feedback and evidence of change.
2. Recording safeguarding concerns, risks or significant issues in line with RJ Working's policies and procedures.
3. Supporting monitoring, evaluation and reporting so that RJ Working can understand and demonstrate the difference the work is making.
4. Identifying and adapting relevant resources for use in sessions, events and project activity.
5. Supporting good administration, planning and time management.
6. Managing time and agreed tasks effectively within the part-time nature of the role.
7. Supporting reflection on what is working well, what is difficult, and what may need to change.

Decision Making and Escalation

The postholder may make day to day decisions about session preparation, practical delivery, communication with young people and agreed project activities, provided these are within agreed plans and RJ Working policies. Their initiative and creativity will be welcomed.

The postholder should seek guidance from the Restorative Practice Lead before making commitments or decisions that affect:

1. Project scope, delivery timescales or agreed outcomes.
2. Safeguarding, young people's wellbeing or risk.
3. Commitments to schools, colleges, partners or community organisations.
4. Public communication or representation of RJ Working.
5. Use of resources beyond what has already been agreed.
6. Young people taking on roles, responsibilities or public representation beyond their agreed involvement.
7. Any situation where responsibility, accountability or decision-making authority is unclear.

Escalation is part of good practice. The postholder is expected to raise questions, concerns and uncertainties early so that decisions can be made safely, clearly and in line with RJ Working's collaborative values and responsibilities.

Training and Support

The person appointed will be given a full induction into the team, relevant training, regular meetings, learning reviews and reflection, supervision and support.

They will participate in developmental Restorative Practice training.

The postholder will receive regular supervision from the Restorative Practice Lead. Supervision will be used to review project delivery, young people's involvement, safeguarding, workload, communication, learning, support needs and any issues requiring guidance or escalation.

Postholder signature:

Date:

CEO signature:

Date:

For Person Specification please see below.

Person Specification

The person appointed will demonstrate the following.

Values — Essential

1. Ability to prioritise relationships in which respect is exchanged and responsibilities are shared.
2. Commitment to active anti discriminatory practice and ongoing team learning about this.
3. Understanding the Restorative approach as a supportive challenge for addressing harm and building community in response to the Climate Crisis and associated social harms.
4. Commitment to working in ways that support care, accountability, communication and repair.

Experience — Desirable

1. Experience of the real world from living in Cornwall as a young person.
2. Experience of facilitating workshops for young people, in and/or outside education settings.
3. Experience of engaging young people with complex experience, empathically and creatively.
4. Experience of organising projects or events, with the associated time management and administration.
5. Experience of working with schools, colleges, community partners or youth led activity.

Knowledge — Desirable

1. Knowledge of the Climate Crisis, social justice and climate justice and the relevance for young people.
2. Knowledge of the Restorative model.
3. Knowledge of the barriers to young people's empowerment and how to overcome them.

Knowledge — Essential

1. Commitment to ongoing learning about the above issues, including self-directed learning.

Skills and Qualities — Essential

1. Excellent communication skills.
2. Strong organisational skills, including administration and time management.
3. Confidence to relate directly to colleges, schools and project partners.
4. The ability to communicate creatively and relate to young people with different experiences and backgrounds.
5. The ability to work well as part of a team, communicate openly and honestly with colleagues, and follow agreed plans and procedures.
6. The ability to identify and collate relevant and inspiring resources and adapt them to the team's work in different contexts.
7. The ability to turn ideas into action.
8. Initiative and a positive can-do attitude.
9. Flexibility and a willingness to change plans in response to changing circumstances.
10. The ability to seek guidance, raise concerns and communicate clearly when responsibilities, decisions or next steps are unclear.
11. A commitment to safeguarding, inclusion and keeping young people's wellbeing at the heart of the work.