Job Description:

Job Title: Enso Co-ordinator, London (Kent/Surrey/Sussex)
Location: Central Administration Office, Didcot, flexibility provided to work from home
Reporting to: Enso Project Lead

Salary Range: £31,191 - £33,920 pro-rata

Contract: Twelve month fixed term contract
Expenses paid, pension scheme available

Hours: Part Time: 21 hours (with potential to increase)
Regular evening and some weekend work will be required

Job Purpose
Circles South East is an award-winning community-based charity working closely with Police and Probation as part of a multi-agency strategy to reduce sexual and inter-personal violence.

We are seeking an individual with experience of working with sexual/violent offenders in a community setting to work as an Enso Co-ordinator. Enso Mentoring is delivered in collaboration with NHS/NPS as part of their Intensive Integrated Risk Management Service (IIRMS). This service is for individuals who have been screened into the Offender Personality Disorder (OPD) pathway and have been identified as needing significant support to enable them to reduce the risk they pose and resettle safely. In Kent the IIRMS project is known as the Chiron Community and in Sussex it is known as New Hope Partnership; both projects aim to provide a psychosocially informed intervention and Enso Mentoring is one of the options for them.

The successful applicant will be required to recruit, screen, train and supervise volunteers to work with people assessed as posing a high risk of risk sexual/violent harm to enable and support safe community reintegration. The coordinator will empower volunteers to deliver practical and emotional support to people experiencing significant difficulties in resettlement and interpersonal relationships.

The post holder will be expected to develop and maintain effective partnerships with statutory and voluntary agencies. They will also be responsible for co-ordinating information sharing and accountability between the Enso group and partnership agencies. Enso Co-ordinators are also required to assess the needs of ex offenders to ensure an appropriately tailored service is designed and delivered.

All our staff work as a team to deliver a range of services and we aim to recruit individuals who will actively contribute towards developing interventions which underpin the charity’s aim to provide a holistic resource within the community. Therefore we welcome flexibility, enthusiasm and innovation.
Key Relationships
The post holder will be line managed by the Project Lead who will be responsible to the Senior Manager.

The post holder will develop and maintain links with professionals and other voluntary and community agencies in their region. Enso Co-ordinators are required to work flexibly and in close partnership with other team members. The Project Lead will provide line management for the post and work closely with the post holder.

Key Responsibilities

- To work closely with the Enso Project Lead and other Co-ordinators and to attend monthly team meetings
- To promote and develop awareness of the project amongst service-users and staff in statutory agencies; in particular Police, Probation and Prison services
- To assist in the ongoing recruitment of suitable volunteers
- To train, support and supervise volunteers taking part in the project
- To establish and maintain Enso mentoring interventions.
- To manage the project in a specific geographical location and co-ordinate information sharing and accountability between the project and partnership agencies.
- To work in close partnership with appropriate IIRMS staff and MAPPA agencies to identify, assess and induct suitable individuals.
- To develop and maintain effective partnerships with statutory and voluntary agencies.
- To attend MAPPA meetings at Level 2 and 3 where appropriate and contribute to ongoing risk assessment/management.
- To record and maintain case files and to provide regular written reports to professionals, with proper attention to confidentiality and data protection
- To attend training events as appropriate
- To work closely with the wider team at Circles South East to promote and develop the work of the charity.

Person Specification

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relevant professional qualification and experience.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Knowledge and understanding of assessment, treatment and management of sexual/violent offenders.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Experience and understanding of risk assessment in a multi-agency context.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Experience of working with and supporting volunteers.</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Knowledge and understanding of health and safety best practice.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Strong communication skills, including the ability to present ideas clearly both orally and in writing to a wide variety of people.</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>
- Non-judgemental approach with a clear understanding of and focus on the principles of Desistance.
- Strong communicator with the experience of dealing with people with complex needs on a one to one and group basis.
- Confident and assertive individual with the ability to remain calm under pressure.
- Networking, negotiation and liaison skills.
- Knowledge of safeguarding policy for children and vulnerable adults.
- Familiarity with MAPPA.
- Case Management Skills.
- Understanding of equality and diversity matters.
- Group work experience.
- Preparation and delivery of training.
- IT literacy including use of office packages.
- Willingness to work flexibly, including evening and weekend work, and to travel as required.
- Hold a full clean driving licence and have access to a car for use in connection with business purposes.

**Additional Information**
The Project’s main office base will be in Didcot with provision made for working from home as and when necessary. The post holder will be expected to meet with colleagues regularly and to attend a mandatory monthly team meeting plus any other team events scheduled throughout the year.

It is necessary for the Enso Co-ordinator to have a clean driving licence and use of a car. Mileage rates will be paid. Regular evening and some weekend work is required, for which time off in lieu is provided.

*The successful candidate will be expected to complete a DBS check*

**Closing date for applications:** 9am 7th June 2019

**Interview Dates:** TBC