

POSITION DESCRIPTION



Coordinator – Restorative Practice in Schools Project

Community Justice Programs

About Jesuit Social Services

Jesuit Social Services is a social change organisation working to build a just society where all people can live to their full potential. We do and we influence. We accompany people and communities to foster and regenerate the web of relationships that sustain us all – across people, place and planet; and we work to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

Jesuit Social Services acknowledges the traditional owners of the land on which we work and pay our respects to Elders past present and emerging.

Our Values

- Welcoming – forming strong, faithful relationships
- Discerning – being reflective and strategic in all we do
- Courageous – standing up boldly to effect change

Position details

POSITION TITLE: **Coordinator – Restorative Practice in Schools Project**

PROGRAM: Restorative Practice in Schools Project

LOCATION: BRUNSWICK

REPORTING RELATIONSHIPS: This position reports directly to General Manager Youth Justice Programs
This position has no direct reports

EFFECTIVE DATE: February 2025

Restorative Practice in Schools Project

Building on Jesuit Social Services experience delivering the Navigator Program and Youth Justice Group Conference Program, the Restorative Practice in Schools Project seeks to facilitate systemic change that stems the flow of young people into the justice system through early intervention in the education setting. Disengagement from school is a known driver for justice-system involvement and restorative practice has demonstrated success at decreasing disengagement from school and other justice-related matters, including intervention orders and conflict among young people that leads to violence in schools and the community.

We are seeking a motivated, organised, and proactive individual to coordinate and implement restorative practices within Hume/ Merri-bek schools. The ideal candidate will have a strong understanding of restorative justice principles, an understanding of the education system and a passion for fostering positive, inclusive school environments. The role requires experience working in educational settings, a demonstrated ability to facilitate restorative processes,

experience coaching and mentoring staff and facilitating practice reflection groups and ability to build strong, supportive relationships with students, staff, and families.

The successful candidate will be an excellent communicator with strong interpersonal skills, capable of working collaboratively with diverse stakeholders, including teachers, administrators, and students. You should be highly organised, detail-oriented, and able to manage multiple initiatives while maintaining a calm, empathetic approach to challenging situations. A commitment to restorative practices and creating a culture of respect, accountability, and healing is essential.

Position Summary

- Oversee the day-to-day operations of the Restorative Practice in Schools Project across multiple schools located in Hume/ Merri-Bek LGA's. This includes coordinating intake and allocation of referrals, and providing professional support, coaching and direction to teachers trained in Restorative Practices.
- Assist the Restorative Practice in Schools Project Advisory Group with oversight of all relevant program activities and contribute to the development, implementation and review of Restorative Practice in Schools Project in keeping with the organization's vision, mission and values.
- Along with Jesuit Social services Principal Restorative Practitioner and General Manager of Youth Justice Programs, develop, manage and maintain relationships with Restorative Practice in Schools Project stakeholders from Department of Education Hume/ Merri-Bek leadership team, Secondary Schools and professional networks.
- Provide high level administrative support to the Restorative Practice in Schools Project that includes specific administrative, reporting and project tasks.
- Apply the principles of restorative practice and promote a shared approach to problem solving by empowering people to engage in effective communication, negotiation and decision making.

Key responsibilities and accountabilities

Service delivery/ Practice Framework

- Oversee and coordinate the training and engagement of school staff in the Restorative Practice in Schools Project with a focus on building an understanding of restorative practice and the delivery of consistent and professional restorative processes.
- Oversee delivery of the program and work collaboratively with Department of Education, secondary schools, local agencies and other related professionals to ensure consistency and professionalism in service delivery.
- Work collaboratively with management, staff and external stakeholders in the promotion and advocacy of the Restorative Practice in Schools Project and explore new and emerging opportunities to apply restorative practices in school settings.
- To deliver the Restorative Practice in Schools Project within program guidelines, relevant legislation, funding agreements and restorative principles.
- Provide leadership to support the integration of restorative practices in policies and initiatives to advance a climate of prevention across schools, including School Wide Positive Behaviour and Respectful Relationships.
- Facilitating restorative practice sessions, coaching, and mentoring, and setting up and facilitating a Community of Practice for information sharing and mutual support and learning between schools. Serve as a strategic partner with the participating schools to develop policies, initiatives, and opportunities that increase awareness of restorative practices and improve its application.
- To maintain appropriate files, records and statistics to facilitate good practice and accountability.
- Understanding the purpose and expectations of the Victorian Child Safe Standards and demonstrated commitment to contributing to a child safe organisation in both practice and culture.
- The ability to manage competing priorities in a high-volume work environment.
- Other duties as required.

Leadership, teamwork, relationships and supervision

- Work effectively as part of a team, contributing to group outputs and reflective practice.
- Actively participate in regular supervision with the line manager, staff meetings and professional development opportunities

Communication, Continuous Improvement and Professional Standards

- Ensure all written and verbal communication is professional and appropriate for the purposes of carrying out the responsibilities of the role and in accordance with the professional standards and values of the organisation.
- Commitment to continuous quality improvement processes.
- Compliance with relevant legislation, Code of Conduct, policies and procedures of Jesuit Social Services.
- Fulfil the reporting and administrative requirements associated with the position.

Diversity, inclusion and culture

- Demonstrate respect and acceptance of diversity at all times.
- Interact with staff, participants and other stakeholders in a manner that is inclusive, respectful and non-discriminatory.
- Provide culturally appropriate support.
- Understanding and sympathy with the mission and ethos of Jesuit Social Services.

Position Requirements

- Current National Police Check
- International Police Check (where required)
- Current Employee Working with Children Check
- Valid and current Australian Drivers Licence
- Eligibility to work in Australia

Key Selection Criteria

1. Experience in project coordination and managing the day-to-day operations of a service.
 - Experience facilitating restorative practice processes and supporting others to develop skills in restorative practice.
 - Experience in and/or understanding of the education system.
2. Excellent stakeholder management and communication skills including:
 - Ability to promote programs and engage with individuals and groups effectively
 - Ability to assess and respond to challenges
 - Ability to identify underlying issues and work with conflict
3. Understanding of the issues that may affect vulnerable or marginalised individuals, families and communities; including young people who are at risk or have disengaged from education
4. Ability to work with Aboriginal and Torres Strait Islander people and people from culturally and linguistically diverse backgrounds and understanding of the role that culture plays as a protective factor.
5. Excellent administration skills with the ability to identify themes and patterns across programs and practice.
6. Excellent time management skills – specifically the ability to handle a variety of tasks with competing priorities, and within specific timelines.

Key Performance Indicators

- *Service Delivery* - Service Agreement and key performance indicator targets are met, and programs are delivered in a professional and accountable manner
 - *Internal process quality* - Ensure the quality, compliance and timely completion of all relevant program and administrative processes.

- *Relationship management* - Engage with supervision and line management and develop sound relationships with key stakeholders.

QUALIFICATIONS

Tertiary qualifications and/or experience in the field are required.

Conditions of Employment

Conditions of employment are in accordance with the current Jesuit Social Services Collective Agreement and Jesuit Social Services Policy & Procedures, including the Code of Conduct.

A requirement of this position is vaccination from COVID-19. Jesuit Social Services requests evidence of full vaccination. Where a medical exemption applies, this must be supplied.

Safeguarding Children and Young People

Jesuit Social Services takes child protection seriously, and you are required to meet the behaviour standards outlined in our Code of Conduct.

Employee Acknowledgement

I, _____ (name – please print) acknowledge that I have read and understood the contents of this position description.

Employee Signature:

_____ **Date:** _____

Position Description Approved by:
General Manager Human Resources

Position Description Review Date:
2 years from effective date