



## Role Description

<b>Role Title:</b>	<b>Criminal Justice Dependency &amp; Recovery Volunteer</b>
<b>Service:</b>	<b>Dependency &amp; Recovery Project</b>
<b>Base:</b>	
<b>Reports to:</b>	<b>Dependency &amp; Recovery Senior Coordinator/Coordinator</b>
<p><b>Purpose of role:</b></p> <p>Our mission is to help people change the direction of their lives, grow as individuals, and live life to its full potential.</p> <p>As a Criminal Justice Dependency &amp; Recovery Volunteer, you will work in close collaboration with Dependency and Recovery Coordinators (D&amp;R Coordinator) and Prison &amp; Probation Services to deliver a range of tailored activities to adult males who are on probation.</p> <p>You will assist in delivering interventions which address drug, alcohol, and harm minimisation, offending behaviour, consequential thinking and developing positive coping strategies. You will encourage motivation to support the person on probation to achieve their goals around their substance misuse and offending behaviour.</p> <p>You will join a supportive team and receive comprehensive training, and guidance to help you to develop in the role. This is an exciting opportunity where you will be making a real difference to the lives of others and gain experience of working with the Dependency and Recovery Project, and Prison and Probation field.</p>	

### **Key Activities:**

- Support the D&R Coordinator to deliver recovery focused interventions including drug, alcohol and harm minimisation, offending behaviour, consequential thinking and developing positive coping strategies
- Support in key-working and group sessions
- Work in partnership with and build professional relationships with external organisations, e.g. Probation, Prison and Recovery Services
- Build therapeutic relationships with the people we support
- Empower the people we support to achieve their 'Action Plan' goals
- Motivate the people we support to engage in recovery activities within Change Grow Live, Probation and the wider community
- Research and signpost the people we support to Asset Based Community Services e.g. food banks, mental health services, housing, mutual aid

- Remind and empower the people we support to attend appointments and groups
- Input data on to IT systems
- Support the D&R Coordinator at events to promote and provide information about the D&R service
- Collect and collate feedback from the people we support using our services

**General terms of reference:**

In carrying out the above duties the post holder will:

- Help Change Grow Live fulfil its role in offering the best service to the people we support
- Perform your volunteering role to the best of your ability
- Follow Change Grow Live's procedures and standards, including health and safety and equal opportunities, in relation to our staff, volunteers and the people we support
- Maintain the confidential information of Change Grow Live and of the people we support; adhering to Change Grow Live's policies and procedures
- Meet the time commitments and standards which have been mutually agreed and give reasonable notice so other arrangements can be made when this is not possible
- Escalate all Safeguarding concerns appropriately and in a timely manner

**Person Specification**

**Education, Knowledge, and Experience:**

- Understanding of the issues faced by the people we support
- Ability to work with professional boundaries
- Good verbal and written communication skills
- IT literacy
- Excellent time management skills, and an ability to work on own initiative prioritising accordingly
- Ability to liaise and work in partnership with a wide range of professionals and agencies
- Ability to respect and maintain confidentiality

**This post is subject to a DBS/PVG check at an enhanced level and vetting by HMPPS / National Probation Service at the recruitment stage as well as the ability to maintain clearance on an ongoing basis.**

# Probation Community Rehabilitation Services

## Volunteering in Dependency and Recovery Projects

We are a specialist service dedicated to supporting people on probation impacted by substance misuse. Our projects are based in the West Midlands, South Yorkshire and Kent, Surrey & Sussex.

### Our mission, vision and values guide everything we do

#### Believe in people

At Change Grow Live, above all else we believe in people. It's the one thing that acts as a foundation for all our work. We believe in our volunteers' potential. We believe you can do brilliant, life-changing work.

#### Our mission and vision

Our mission is to help people change the direction of their lives, grow as individuals, and live life to its full potential. The vision we're working towards is to develop, deliver and share a whole person approach that changes society.

#### Values

Our values work together, as principles that guide the way we act and the choices we make.

*Be open, be compassionate, be bold.*

#### Make a difference

We exist to help people achieve their goals, to be the best that they can be and to help change society for the better. This is true whether we are talking about the people who use our services, our staff or our volunteers.

We are not in control of everything that impacts upon the people who use our services. However, we are in control of what we do, how we behave and where we focus our expertise, resources and energy.

Our aim is to work together to challenge stigma and oppression. We want our charity to be a place where our staff and people who use our services are respected and engaged. Ultimately, we want to make life safer, easier and better for as many people as we can.

### Our Volunteer Recruitment Process

- Application is received from applicant
- Shortlisting of applications takes place
- Outcome of shortlisting sent to applicants (successful / unsuccessful)
- If successful, a Values Based Conversation (VBC) is arranged with applicant
- If successful in VBC a Conditional Offer is made
- Conditional Offer accepted
- References are provided from applicant
- References are requested by HR (Human Resources)
- DBS (Disclosure and Barring Service) certificate application is made by applicant (free of charge)

- HMPPS (His Majesty Prisons and Probation Service) vetting application processed
- HR paperwork completed by applicant and returned to HR
- Service Induction and Training completed
- HR paperwork, DBS, HMPPS vetting applications returned and approved
- Start date given
- ID card issued

### **Volunteer Induction Training and Development**

Volunteers are required to undertake mandatory training to enable them to carry out their volunteer role. Ongoing training and support will be provided.

- Equality, Diversity, and Inclusion (EDI)
- Safeguarding Adults at risk
- Safeguarding Children
- Data Protection & Information Security
- Professional Boundaries
- Health and Safety
- Prevent Duty (Terrorism & Extremism)
- Dealing with challenging behaviour
- Domestic Abuse Awareness
- Modern day slavery and human trafficking
- Multi Agency Public Protection Arrangements (MAPPA)
- Organised Crime
- Personality Disorder
- Hate Crime
- Four Steps to Risk of Serious Harm Guidance

### **Contact Us**

If you would like to find out more about volunteering with Change Grow Live in one of our Dependency & Recovery projects, contact:

Amanda Bancroft - Volunteer Lead  
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