



## The Mint House

Oxford Centre for Restorative Practice

### Training & Projects Officer

- Hours:** 12 hours per week or 16 hours per week (school term-time only).  
Other flexible arrangements by agreement.
- Salary:** £10,617 (£30,968 pro rata based on a 35-hour working week)  
plus 5% pension contribution
- Holiday:** 25 days a year plus all Bank Holidays, pro rata.
- Location:** We expect the role to be home based, but with a need to visit clients/project partners and attend meetings/events in Oxford or the surrounding area on a regular basis. Wider travel to partner events/meetings may also be required from time to time.

**Reporting to:** A designated member of the Mint House trustee board.

This is a one-year fixed term contract initially. Extension will be subject to securing continuation funding.

### About the Mint House

The Mint House was formed by partners across Oxford and the wider county. These partners came from different backgrounds (probation, youth justice, academia and more) but were united in wanting to grow understanding and use of restorative justice and practice as a means of helping people and communities feel better connected to each other, manage disagreement well and repair the damage caused by crime and conflict. We agreed that we could do this better if we worked together and so set up as an independent charity in 2017.

Our aim at the Mint House is that restorative justice and practice become embedded within organisations and communities, being seen as a natural part of 'how we do things' across a range of settings. We work towards this through events and communications designed to introduce restorative justice and practice to new audiences and share learning on effective practice, by providing training and support, through network building, thought leadership and practical projects. Among examples:

- helped by the appointment of a part-time communications officer in 2021 we now have a 500+ strong network of event participants and supporters from across sectors and extending round the globe (though with a sizeable Oxfordshire contingent).
- since 2021 we have trained over 200 managers and staff from Oxfordshire County Council's children's workforce (social workers, family support workers etc) in restorative practice, backing up training with reflective practice sessions and practical resources.

More recently, we have been providing similar training and support for colleagues in forensic mental health settings. We are an accredited training provider with the Restorative Justice Council.

- many of our events have a network-building dimension. We also specifically facilitate a network of UK-based colleagues working to create restorative communities and cities, and a network of communications specialists working in our field.
- with support from the Westhill Endowment, we recently hosted two sets of research and practice dialogues, bringing people from diverse backgrounds together to explore what's involved in embedding restorative practice in organisations and communities.
- we are currently working with partners from across Oxford to pilot use of restorative approaches to reduce evictions of former rough sleepers from supported accommodation.

## **Training & Projects Officer role**

### **Context**

In 2023 we drew up a new strategy and business plan. This exercise underlined that the transformational change we want to see depends on us collaborating with many different organisations and communities, exploring with them what it means to be restorative in their context then working with them to make and learn from the changes needed.

Through our work so far we have encountered many potential collaboration partners. Working alongside our part-time Communications and Events Officer your role as Training and Projects Officer will be to help us implement existing partnership projects and develop new ones. We have funding available to support this post for 12 months initially but aim to make the role sustainable as new projects come onstream.

### **Purpose**

Support the delivery and further development of 'on the ground' initiatives demonstrating the difference restorative justice and practice can make to building healthy relationships and promoting peace and reconciliation. As part of this, orchestrate delivery of training and support contracts.

### **Key responsibilities**

- a. Manage implementation of existing 'on the ground' projects, notably including our Matilda House trailblazer housing project.
- b. Co-ordinate delivery of training and support, liaising with clients to understand delivery requirements and with in-house and associate trainers to confirm their availability.
- c. Support the team of associate trainers, ensuring they are well prepared and supported, with access to continuing development and opportunities for reflective practice.

- d. Ensure the quality of training, including ensuring the continuing development of materials and that training is tailored to the delivery setting.
- e. Work with trustees to shape and introduce new projects, including liaising with partners, drawing up project plans and budgets and laying the groundwork for new projects as they come onstream. As part of this, and as time allows, input into funding applications
- f. Monitor project and training delivery and spend, capturing learning and reporting as required to trustees and external funders.
- g. Work closely with the Communications and Events Officer, supporting completion of key tasks as required.
- h. Other duties as assigned by trustees.

## **Person specification**

### **Knowledge & experience**

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|--|------------------|
| • Proven experience in project management, from project development and initiation to project completion and review.   | Essential        |
| • Experience of building new partner/client relationships and working with partners/clients to clarify requirements, translating these into costed delivery plans. | Essential        |
| • Experience of developing and supporting teams, including supporting team reflective practice.  | Essential        |
| • Track record of inclusive practice.  | Essential        |
| • A good understanding and/or experience of restorative practice in criminal justice and/or other contexts   | Highly desirable |
| • Experience of developing, delivering and/or quality assuring training.   | Desirable        |
| • Experience as a restorative facilitator or in a related field.   | Desirable        |
| • Experience of developing and delivering community projects in Oxfordshire or more widely.  | Desirable        |
| • Track record of generating funds, e.g. via tenders or grant applications.  | Desirable        |

## Person specification contd.

### Skills and abilities

- Strong organisational skills, with good attention to detail. Essential
- High level interpersonal skills, with ability to build and maintain positive working relationships with the Mint House and external stakeholders. Essential
- Good level of IT literacy Essential
- Excellent communication skills, both written and verbal Essential
- Ability to gather, analyse and present data, including financial data, using this to support project development and account for use of funds. Essential
- Strong problem-solving skills. Essential

### Personal attributes

- Commitment to Mint House aims and ethos, encapsulated in the Mint House restorative code and Restorative Justice Council's core principles of restorative practice. As part of this, strong commitment to equity, diversity and inclusion. Essential
- Commitment to continuous learning and development. Essential
- Ability to use initiative and work with minimal supervision Essential
- Collaborative Essential
- Adaptable: able to respond flexibly and with positivity to challenges and opportunities Essential
- Entrepreneurial Desirable

Candidates' experience, skills and personal attributes will be assessed through a combination of CV, cover letter and interview. Applicants invited for interview will be asked to give a presentation and share a copy of previous written work.

## **How to apply**

Please send your CV and a supporting letter to [development@minthouseoxford.co.uk](mailto:development@minthouseoxford.co.uk) by **Wednesday 19 June 2024**. Your letter should explain why your interests, experience, skills and attributes make you a good fit for this role. Please include the names of two referees.

Please tell us if you require any reasonable adjustments, due to disability, to enable you to attend interview or that you wish us to take into account when considering your application.

Interviews are likely to take place between 4 and 9 July 2024.

If you'd like to know more about the role before applying, please get in touch with:

Joy Bettles at [joy@minthouseoxford.co.uk](mailto:joy@minthouseoxford.co.uk) (07512 144642)

Jon Keyworth at [jon.keyworth@bonnsquare.uk](mailto:jon.keyworth@bonnsquare.uk) (07921 839343)

## **Safer Recruitment:**

The Mint House is committed to safeguarding and ensuring the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. During the recruitment process we will assess the suitability of all prospective employees or volunteers in line with this commitment. We will also expect the successful applicant to complete a DBS check in line with the requirements of the role.

## **Recruitment Data Privacy Statement:**

The Mint House confirms that we will use the personal information you provide for recruitment purposes only, to help us find the best person for the job and meet our legal obligations. We will store the information securely, treat it as confidential and keep it only for as long as necessary. Our data privacy notice can be found here:

<https://www.minthouseoxford.co.uk/data-privacy>

## The Mint House Restorative Code\*

1. We are committed to building a restorative environment.
2. We commit to being a restorative people-centred organisation and to striving to provide the highest standard of service.
3. We are committed to developing and maintaining trust in each other.
4. We are committed to engaging with each other with dignity and respect.
5. If we have a legitimate concern about the behaviour of another Mint House colleague, we commit to presenting the concern to them directly or to seeking supervision.
6. We agree to separate the **deed** from the **doer** by affirming the worth of the individual while acknowledging our concern about their behaviour.
7. We are committed to giving and receiving feedback openly and honestly to each other in a respectful way.
8. We respond to situations **with** each other rather than **to** or **for** each other.
9. We commit to consulting people about decisions that affect them where possible, to listen to their points of view and to explain decisions in an open and transparent way.
10. We respect the organisational structures that are in place to support us to work restoratively together.
11. We recognise that conflict can be difficult, and we commit to dealing with it in a restorative way.
12. We are committed to reviewing our progress a minimum of twice yearly.

\* Based on a Code developed by the Dublin-based charity One in Four - <http://www.oneinfour.ie/>