

POWYS CHALLENGE

Registered Charity No: 1091494 Company No: 4350654

VOLUNTEER JOB DESCRIPTION

POST: Voluntary Associate

Hours: Flexible

The purpose of this post is to assist Probation Officers, Powys Youth Offending Team staff, Restorative Justice workers, Social Workers, Employment Service staff and others in their work with defendants and offenders with the aim of reducing re-offending in Powys.

THE POST IS UNPAID AND THERE IS NO CONTRACT OF EMPLOYMENT.

Expenses are reimbursed at agreed rates.

Responsibilities

- To provide support and guidance to offenders, defendants and those at risk of offending under the supervision of professional staff.
- To work within the boundaries specified by the case officer.
- To work within the policy framework laid down by Powys Challenge
- To maintain confidentiality within the relevant agencies.
- To work as a member of a team.
- To maintain records of work done with clients on a regular basis and to submit these to the case officer monthly or more frequently on request.
- To maintain records of expenses incurred and submit these together with relevant documentation monthly.
- To maintain all other records as required by Powys Challenge.
- To contribute to newsletters where appropriate.
- To ensure that any vehicle used in the performance of duties is roadworthy and appropriately taxed and insured.
- To attend training sessions and support groups regularly.
- To adhere to Equal Opportunities policies.
- To be aware of Child Protection issues.
- To undertake any other tasks that may reasonably be expected.

