



community law  
free legal help  
wellington and hutt valley

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## COMMUNITY LAW WELLINGTON AND HUTT VALLEY POSITION DESCRIPTION: RESTORATIVE JUSTICE COORDINATOR

<b>POSITION:</b>	Restorative Justice Coordinator Wellington   Kairuruku Paremata Whakahaumanu ki Pōneke
<b>HOURS:</b>	37.5 hours p/w
<b>TERM:</b>	Permanent
<b>RESPONSIBLE TO:</b>	Restorative Justice Services Manager
<b>SALARY RANGE:</b>	\$47,000 – 52,000pa (pro-rata)

### INTRODUCTION

Community Law Wellington & Hutt Valley (Community Law) delivers restorative justice services in the Wellington, Hutt Valley, and Porirua regions. There are two Restorative Justice Coordinators (RJCs), covering the three district courts in the region, and each RJC is a key part of our service. This advertisement is for our Wellington City service.

Community Law sees legal issues as intrinsically connected to not just an individual, but also their whānau, hapū, iwi, and community. Our service aims to embody restorative justice (RJ) principles and values, and we believe that restorative justice fulfils an important everyday need in our community.

#### **Our service builds relationships with the courts, restorative justice facilitators, and other stakeholders to:**

- Gain referrals for RJ conferences within our community
- Facilitate RJ conferences that meet the needs of the participants and are victim-focused
- Be a seeding ground to develop the use of RJ in the wider community
- Promote working practices consistent with Community Law's strategic and constitutional goal of Treaty-based practice.

#### **Our service focuses on:**

- Providing accessible RJ services in the community
- Investing in those who are most in need
- Being victim-focused, while acknowledging the positions of both victim and offender
- Supporting RJ facilitators to work within a first-class RJ service.

### KEY TASKS

The Restorative Justice Coordinators fulfil the following key tasks:

## **Local Relationships and RJ Conference Referrals**

The RJC has primary responsibility for developing and strengthening relationships with all local RJ stakeholders in their region, including the judiciary, court staff, lawyers, police, probation officers, victim support persons, and local providers of family violence and sexual abuse services. The local RJC attends criminal court list and case review days and is responsible for the effective management of referrals from their court, as well as community referrals. This responsibility includes:

- The active promotion of RJ services and the benefits therein to all relevant stakeholders
- Facilitating meetings with stakeholders to promote the understanding and use of RJ in their area
- Building and maintaining strong relationships with tangata whenua – including local marae, whānau, hapū, and iwi
- Building and maintaining strong relationships with Whānau Ora providers and other kaupapa Māori social service providers
- Linking with government and non-government organisations to establish effective RJ service delivery
- Contributing to a regional analysis of RJ issues at court, and identifying general or systemic issues
- Supporting community RJ projects where appropriate
- Liaising with Community Law RJ advisory staff and other Community Law RJ staff.

## **Coordination of RJ Service Delivery**

The RJC has shared responsibility for the delivery of RJ services in their area. This responsibility includes:

- Receiving referrals; allocating facilitators to each referral, and liaising with facilitators throughout the referral process
- Sending memos and conference reports to the courts, lawyers, victims, offenders and police
- Editing RJ conference reports and ensuring that all reports are of a high-quality written standard and meet Ministry of Justice reporting requirements
- Ensuring that all conferences follow the Community Law referral and completion path, with particular care given to family violence referrals
- Fostering a structure for the use of contracted RJ facilitators as the primary means of delivering RJ services
- Preparing appropriate and innovative resources for the delivery of RJ services.

## **Support to Community Law RJ Facilitators**

The RJC supports the work of RJ facilitators. This responsibility includes:

- Assisting RJ facilitators with any issues arising out of referrals and conferences, and reporting to the RJ Manager about these issues where appropriate
- Assisting with the support and professional development of RJ facilitators.

## **OTHER TASKS**

The RJC takes shared responsibility for the successful operation of Community Law Wellington & Hutt Valley. This responsibility includes:

- Contributing towards bicultural practice and upholding Te Tiriti o Waitangi
- Working with other Community Law staff to improve the promotion of, and access to, RJ services
- Liaising with other RJ service providers nationally
- Participating in staff and management committee meetings as appropriate
- Supporting and developing Community Law systems, policies, and strategies
- Representing Community Law and promoting other Community Law services to the community
- Generally working as part of a team and contributing to the overall kaupapa of access to justice for everyone.

## **SKILLS AND QUALITIES WE SEEK**

*Applicants should have skills in most of these areas*

### **Work Skills:**

- Ability to develop highly-functional and productive relationships with a variety of stakeholders
- Ability to communicate complex information in plain language
- Excellent analytical and problem-solving skills
- A good understanding of restorative practice
- Excellent written communication skills
- Strong computer literacy
- Highly organised with excellent time-management skills.
- Excellent coordination and case management abilities

### **Relationships:**

- Understanding of, and ability to apply, the principles of the Treaty of Waitangi
- Sensitivity to tikanga Māori and te reo Māori
- Experience working with community organisations
- The ability to communicate effectively, and build a rapport with a wide range of people
- Cultural competency in various contexts
- Ability to work collaboratively and cooperatively with others including staff, management, volunteers, and others in the community
- Good networking skills
- Ability to work within difficult or escalated situations, think on your feet, and manage interpersonal conflict.

### **Self-Management:**

- Ability to work without close supervision
- A high level of initiative and motivation
- Ability to work under pressure, and cope with competing demands to meet deadlines
- Strong communication and teamwork skills.
- Ability to work within varying environments, outside of traditional office frameworks.

### **Other Desirable Skills**

- RJ facilitator accreditation
- Experience working in the family violence sector **and/or**

- Knowledge of family violence dynamics.