



Role Profile

Community Justice Supervisor

Reference No:	A4223		
Service:	Criminal Justice Services		
Job Family:	Social Services/Social Work/Social Care	Grade:	FC5

Purpose

The Community Payback by Offenders Scheme is part of Fife Council Criminal Justice Services.

The Scheme provides the Courts with a community based disposal, unpaid work penalty for offenders as a direct alternative to custody.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

E **D**

Supervising, motivating and leading groups of offenders in a variety of unpaid work settings on a daily basis.

Educated to SCQF level 4, which includes National 4 or Standard Grades at General level or O' Grades or equivalent

✓

Supervisory skills

✓

Understanding and awareness of issues facing offenders

✓

Completing community based projects within specified timescales.

Experience of completing projects within specified timescales

✓

Experience of completing DIY soft/hard landscaping, painting and woodworking tasks

✓

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Taking control and safely storing all tools, equipment, plant and vehicles.	Knowledge of health and safety practices Legionella Water Quality Training Asbestos Training IOSH Training Fire Safety Checks	✓	✓ ✓ ✓
Providing daily feedback and short written reports confirming attendance, attitude and general work and performance of unpaid work participants.	IT skills	✓	
Undertaking short courses and training as required.	Motivational skills	✓	
Booking in, transportation and supervision of Community Payback unpaid work squads and individuals.			
Checking risk assessments and following general Health and Safety procedures.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:				
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> Skills Framework (if applicable) How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>