

18/07/2023

WE ARE HIRING

Are you passionate about making a difference in your community?

Role: Assistant Coordinator

Team:	Newton Abbot
Location:	Newton Abbot Magistrates' Court
Hours:	30 hours per week (flexible)
Salary:	£17,160 per annum (£11 per hour)
Holiday:	28 days pro rata (incl. bank holidays)
Deadline:	Tuesday 1 st August 2023

People arrive at Newton Abbot Magistrates' Court alone, feeling powerless, trapped and terrified. We are free and independent of the system. We sit down and listen. We build trust and use our knowledge and connections to find solutions to complicated situations. We guide people towards positive change and stay by their side for as long as they want us with them.

We're looking for a compassionate and empathetic Assistant Coordinator who shares our drive to reduce the risk of re-offending by giving support to people experiencing the Justice System.

You will help people through the court process by: actively listening; explaining what's going on; deciphering court language; sitting by their side inside courtrooms; coordinating their needs; keeping accurate and up-to-date records; liaising with magistrates, solicitors, probation, police, District Judges, CPS, ushers, court cells, social services; and working with local voluntary community organisations, charities and agencies across Devon and Cornwall. You will be part of a dedicated, friendly and knowledgeable team of staff and volunteers guiding people towards a more positive future, especially when it comes to...

- ...spiralling financial hardship and debt
- ...homelessness and accommodation
- ...general wellbeing
- ...domestic abuse
- ...substance use
- ...mental health, including depression and anxiety
- ...literacy issues
- ...general court support
- ...employment, education and training

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Community Advice and Support Services

We believe that with the right emotional and practical support and life-changing opportunities, anyone can reach their potential, creating safer communities where we can all thrive. This is what we do.

This is a fascinating role for anyone who enjoys variety and can support each client by understanding that many people have complicated lives or have experienced past trauma. As you will be working with vulnerable adults, you will need to complete an enhanced DBS check.

You will be a part of a passionate team determined to find creative solutions for people facing many disadvantages. We put people first. This means that you will be fully supported with access to our inhouse wellbeing and training programmes.

If you have a vision to make a difference, please contact admin@cassplus.org or call 07539 837115 for a full job description, person specification and application form.

Applications must be received by 5pm on Tuesday 1st August 2023.

Interviews on Thursday 10th August 2023.

For further information about the way we improve wellbeing in our communities across Devon and Cornwall, please go to www.cassplus.org.

