



# Safer Mid Canterbury Hakatere Haumaru

Together we're safer ♦ Me uru kahikatea

## Role Description

**Position:** Trainee Restorative Justice Service Facilitator

**Location:** Safer Restorative Justice – Oamaru/Timaru/Ashburton

**Date Issued:** July 2026

**Reports to:** Team Leader – Safer Mid Canterbury  
Facilitator Mentor

**Purpose:** To follow the training pathway, completing training and accreditation, to become an accredited facilitator.

### **Safer Mid Canterbury Mission Statement:**

**To reduce and prevent crime in the community and its impact on the region**

**“Together We’re Safer”**

### ***Strategic Goals of Safer Mid Canterbury***

- A Safer, Stronger Community
- Strong and Healthy Families
- Working Together
- Positive Pathways for Young People

**Qualifications:**

The person holding this position will be going through a training and accreditation process with Simply Resolution, or such organisation that the Ministry of Justice may from time to time contract to provide the facilitation training and assessment.

This will be done as part of the job. The trainee will receive hourly payment for attendance of workshops, conferences, mentoring sessions, etc, however study will be on the trainee’s own time. All training and course costs will be covered so the trainee will have no out of pocket expenses.

**Functional Relationships:**

*Internal to Safer Mid Canterbury*

- ❖ Safer Mid Canterbury General Manager
- ❖ Team Leader
- ❖ Restorative Justice Facilitator
- ❖ Court Coordinator
- ❖ Restorative Justice Administration Assistant
- ❖ Safer Mid Canterbury Trust Board
- ❖ Safer Mid Canterbury Staff

*External to Safer Mid Canterbury*

- ❖ Police Prosecutor and Officers in charge of cases
- ❖ Court Staff
- ❖ Victim Support
- ❖ Supporting agencies

**NATURE AND SCOPE OF RESPONSIBILITIES**

Please note, the below outlines the basic requirements of a trainee facilitator. For a detailed outline of the key steps the trainee facilitator must take please see the “Facilitator training and accreditation pathway” on the Resolution Institute’s Website: <https://www.resolution.institute/restorative-justice>

Key Accountability	Standards/Achievements
Self study, pre-course training modules	<ul style="list-style-type: none"> <li>• Undertake study through Simply Resolution</li> <li>• Complete modules within the required timeframe</li> </ul> <p><b><u>Measures</u></b></p> <ul style="list-style-type: none"> <li>• Modules and self-study requirements met</li> </ul>

<p><b>Five-day face-to-face training course</b></p>	<ul style="list-style-type: none"> <li>• Attend training course</li> <li>• Arrive at venue on time, ready to take part as appropriate</li> <li>• Engage with the facilitators of the course as well as fellow trainees</li> </ul> <p><b><u>Measures</u></b></p> <ul style="list-style-type: none"> <li>• Course is completed in its entirety</li> <li>• The course is passed</li> </ul>
<p><b>Mentoring on the job with an experienced facilitator</b></p>	<ul style="list-style-type: none"> <li>• Complete all duties, as reasonably requested by the mentor, that align with the work of an accredited facilitator</li> <li>• Engage in the work and ask questions to aid your understanding of the job</li> <li>• Work under supervision of mentor</li> <li>• Be on time and conduct yourself in a professional manner</li> <li>• Attend conferences as trainee facilitator as required to meet the training requirements and standards</li> </ul> <p><b><u>Measures</u></b></p> <ul style="list-style-type: none"> <li>• Mentor feedback</li> </ul>
<p><b>Accreditation assessment</b></p>	<ul style="list-style-type: none"> <li>• Undertake an accreditation assessment</li> <li>• Provide all required written assessments and reports as required for assessment</li> <li>• Arrive on time, appropriately prepared for the assessment</li> </ul> <p><b><u>Measures</u></b></p> <ul style="list-style-type: none"> <li>• Assessment is completed and passed</li> </ul>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• Follow Ministry of Justice best practice standards at all times</li> <li>• Undertake any other duties as reasonably requested by the Team Leader</li> </ul>

*I have read and understood the above job description and accept all of the above responsibilities incorporated herein.*

Signed by: \_\_\_\_\_

\_\_\_\_\_  
**Trainee Restorative Justice Service Facilitator**

Date \_\_\_/\_\_\_/\_\_\_

Signed by: \_\_\_\_\_

\_\_\_\_\_  
**General Manager – Safer Mid Canterbury**

Date \_\_\_/\_\_\_/\_\_\_

**PERSON SPECIFICATIONS**

	<b>Ideal Specifications</b>
Experience and Qualification	<ul style="list-style-type: none"> <li>• Completing training and assessments Simply Resolution with the aim to become an accredited Facilitator</li> <li>• Hold a current motor vehicle drivers licence</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Well-developed verbal and written communication skills</li> <li>• Excellent interpersonal skills</li> <li>• Ability to listen, interpret, clarify information, and make sound decisions</li> <li>• Ability to maintain confidentiality</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>• Interest, knowledge, and commitment to the Restorative Justice process</li> <li>• Clean criminal record, passing Police and Safety Checks as required by the Ministry of Justice every three years.</li> </ul>