

## CARA Facilitator – The Change Project

<b>Position</b>	Sessional CARA Facilitator
<b>Reports to</b>	DA Programme Manager
<b>Hours</b>	Part-time sessional contract (Saturday working in Bedfordshire and Hertfordshire and optional weekday online delivery. 26 hours initial training. Additional week hours as required.)
<b>Salary</b>	£16.47 per hour
<b>Job location</b>	Vacancies in <b>Hertfordshire and Bedfordshire</b>
<b>Job type</b>	Sessional role
<b>Travel</b>	You will not be paid mileage for the commute to your delivery venue, additional expenses may be granted but must be agreed in advance.
<b>Closing date</b>	Friday 27 <sup>th</sup> February 2026

### Role Summary

A CARA (Cautioning and Relationship Abuse) Facilitator is a specialised, sessional role focused on delivering trauma-informed workshops to individuals who have received a conditional caution for domestic abuse.

### Job Description

CARA is an out of court resolution intervention. Following a police call out and release from custody, individuals meeting an eligibility criterion and identified as standard risk are issued a caution by police forces within Hertfordshire and Bedfordshire. The Caution includes a referral to CARA, consisting of two domestic abuse awareness workshops designed by Hampton Trust and delivered by The Change Project.

The workshops offer support relevant to the needs of the participants and signpost to further specialist help.

The workshops are delivered one month apart to a closed group. You will be partnered with another CARA Facilitator and responsible for delivery of the two workshops.

There is no requirement to be available every Saturday, instead we are looking to recruit a pool of facilitators who will be scheduled to deliver CARA cohorts subject to their availability and proximity to the delivery venues.

Facilitators will be required to commit to a minimum delivery of two cohorts (four workshops) per year. There will also be additional hours available to deliver CARA Telephone/Teams Intervention on the phone or on online at flexible times across the week.

Please note as part of the selection process, all successful applicants will be required to attend the mandatory core CARA Facilitator Training.

## **Service Delivery**

- Using specific programme materials, deliver the workshops with a co-facilitator to groups of approximately ten participants.
- To deliver online CARA Teams/Telephone Interventions (CTI) to participants.
- To ensure that all resources needed for the effective delivery of the sessions such as refreshments, stationery and worksheets are readily available (resources will be provided or reimbursed by The Change Project).
- To use motivational interviewing techniques and ensure adherence to the CARA manual when delivering workshops.
- To ensure safeguarding and risk management is considered at all times when delivering workshops.
- To ensure sessions are recorded where required, compiling session reports and updating internal data recording software.
- Working collaboratively with the organisation's behaviour change team
- Engaging and motivating clients into the process of change
- Participate in and successfully complete the necessary training for programme delivery and reporting attendance to the organisation's behaviour change team
- Attend relevant programme team meetings, supervision and ongoing training.
- To undertake any other duties consistent with this post that may be required from time to time.

## **Multi-Agency and Partnership Work**

- Enable referrals to specialist and other services for individuals within the families in accordance with local protocols.
- To work in partnership with a variety of agencies including Children's services and Police.

## **Person Specification**

### **Essential**

- A comprehensive understanding of domestic abuse and short and long term impacts on victims and their children.
- Relevant experience of working with perpetrators of domestic abuse to change their behaviour.



- Excellent relationship management with regard to multi-agency work that incorporates sensitivity, responsiveness and attention to the promotion of congruent and effective partnership working.
- Excellent conflict and crisis management skills.
- Excellent time management skills with the ability to work under pressure, and manage a complex and demanding workload.
- Ability to deal with stressful and difficult situations.
- Ability to lead and facilitate group discussions to achieve a positive outcome.
- Proficient IT skills, including use of Microsoft Office and Microsoft Teams or other video-calling platforms.
- Reflection and self-awareness.

#### **Desirable Skills:**

- Hold a relevant degree, a vocational qualification or equivalent experience.
- Experience of working with offenders/offenders and/or victims. Ideally, experience of facilitating domestic abuse offender group work
- Networking skills and the ability to develop strong working relationships with other agencies.
- Knowledge of local support agencies/groups for issues such as mental health, substance misuse

#### **Attributes:**

- Commitment to ending domestic abuse and safeguarding victim/survivors and children at risk through the development and delivery of effective interventions for perpetrators.
- Ability to work collaboratively as part of a team whilst also having the initiative to work independently as necessary.
- Capacity to manage raw emotions including conflict, challenge and trauma.

#### **Should you wish to discuss this role before application contact:**

Clare Whalley, DA Programme Manager [clare.whalley@thechangeportfolio.org](mailto:clare.whalley@thechangeportfolio.org).

#### **Next steps**

Please complete the full recruitment pack and send this to [clare.whalley@thechangeportfolio.org](mailto:clare.whalley@thechangeportfolio.org) along with your CV.