

## Job Description

**Job Title:** Evolution Wing Facilitator

**Reports to:** CFO Delivery Manager

**Grade:** E

### Purpose

The Evolution Wing Facilitator prepares and delivers high quality group and individual interventions to CFO Evolution participants ranging from set programmes which look to support offenders develop confidence and create a positive mindset for the future to person centred support.

### Main Duties and Responsibilities

1. Responsible for the delivery and coordination, alongside prison CFO colleagues, of all Wing stages including induction, assessment (where applicable), support work, the 3-phase delivery, education and training and pre-release preparation.
2. Facilitation of structured interventions as outlined in the Wing timetable.
3. Recruit, train and provide support for Wing Peer Mentors.
4. Updating of case notes and inputting of achievements onto CATS+, the CFO Evolution case management recording system ensuring a high level of compliance to avoid rejected achievements.
5. Building, managing and maintaining stakeholder relationships within the prisons to ensure a steady flow of referrals and ensure that there is no duplication of services.
6. Build, manage and maintain relationships with other CFO Evolution staff (both internally and externally) to ensure the smooth transition of through the gate.
7. Work closely with feeder prison CFO staff to provide suitable eligible prisoners to the Wing.
8. Ensuring that P-Nomis, the prison case management recording system, is updated where relevant with work carried out with the participant, and any information relevant to the participant, such as achievements, actions, safety and security.
9. To provide through the gate support into the community for participants where appropriate.

### Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can

only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.

5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times .
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

**Person Specification**  
**Job Title: Evolution Wing Facilitator**  
(E=Essential D=Desirable)

**Technical competency (qualifications and training) – Must have one of the following:**

- ICT proficiency including all major Microsoft applications (E)
- Level 2 English & Maths or equivalent experience (E)
- IAG Level 3 (D)
- Level 3 Award in Education and Training or PTLLS (D)

**Experience**

- Relevant previous experience in delivering training and interventions, ideally within the justice sector environment or similar environments (E)
- Experience of designing and developing interventions programmes (D)
- Experience in designing and delivering formal and informal learning and development solutions (E)
- Experience of achievement in a target-driven environment and ability to drive performance through focused performance management (E)
- Experience of working with in partnership with supply chain partners to enhance delivery models (E)
- Understanding of the barriers faced by offenders/ex-offenders with multiple and/or complex needs in relation to reintegration back into society (E)
- Ability to work with and manage challenging behaviour (E)
- Ability to maintain professional boundaries and work effectively with partnership agencies (E)
- Demonstrable experience of successfully working to targets (E)
- Good verbal, presentation and written skills and ability to communicate concisely and effectively. (E)
- Good IT skills, including familiarity with Microsoft Office software and previous experience of working with databases. (E)
- Ability to critically reflect and evaluate interventions and service delivery,
- Ability to identify areas for development through a continuous improvement process (E)

**Skills and Attributes**

- Embraces change and drives continuous improvement (E)
- Ability to facilitate large and small groups and deliver intervention services to required standards in an engaging way (E)
- Ability to problem solve and respond appropriately to a variety of situations (E)
- Understanding of the wider criminal justice sector (D)
- Strong communication (including active listening) and motivational skills to support those from a range of backgrounds. (E)
- Proactive and solution focused, taking initiative to create opportunities (E)
- Passionate about making a positive difference to peoples' lives. (E)
- Excellent organisational skills and time management. (E)
- Ability to work independently, providing community-based support to participants from our centres. (E)
- Excellent interpersonal, communication and presentation skills. (E)
- A motivational, flexible and problem-solving approach. (E)
- A commitment to the rehabilitation of prisoners (E)

**Personal qualities, communicating and relating to others**

- Flexible to cope with the varying demands of the role, managing time effectively to achieve the desired results (E)
- Ability to work flexibly on own initiative and as part of a team (E)
- Ability to work in line with contract expectations in consultation with managers and other stakeholders as required. (E)
- A motivational, flexible and problem-solving approach. (E)
- Able to demonstrate being highly organised, have good planning skills and be able to deliver to agreed targets. (E)
- Copes well in a rapidly changing environment, including being flexible and adaptable. (E)
- Able to demonstrate a resilient and determined approach to working within challenging and unpredictable environments. (E)
- Exceptional team player with the ability to work on own initiative.
- Ability to facilitate, engage, motivate, and support partner organisations and participants. (E)
- Proactive resolution of risks and issues . (E)

**Safeguarding**

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E)
- This post requires a Disclosure and Barring Service Check at an Enhanced level and successfully passing prison vetting (E)

**Other**

- Understanding of and able to demonstrate a commitment to Equality, Diversity and Inclusion. (E)