shaw trust

Job Description

Job Title: Experienced Professionals/Technical Specialists

Reports to: CFO Delivery Manager

Grade Band: E

Location: South East, various locations

Purpose

Providing peripatetic cover in vacant locations to manage a caseload of participants in custody, and community, providing high quality support and guidance, enabling participants to engage and break down barriers to successful resettlement, achieve agreed milestones and develop enhanced skillsets, leading them into an ultimate goal of sustainable employment.

Main Duties and Responsibilities

1. Responsible for managing a caseload of participants with complex needs, ensuring the delivery and coordination of all achievements including induction, assessment, support work, training and education, pre-release preparation and employment sourcing/support.
2. To work in the community to ensure that there is consistent 'through the gate support' for participants leaving custodial settings.
3. Updating of case notes including risk and inputting of achievements onto CATS+ the commissioners case management recording system, ensuring a high level of compliance to avoid rejected achievements.
4. 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.
5. Building, managing and maintaining local stakeholder relationships within the prisons and local community, to ensure a steady flow of referrals/support and ensure that there is no duplication of services.
6. Build, manage and maintain relationships with other Creating Future Opportunities (CFO) Evolution staff (both externally and internally) to ensure smooth transition for prison through the date, including arrange pre-release 3-way meetings and supporting with Release on Temporary Licence (RoTL).
7. Support with the identification, resourcing, and coordinator of partner delivery for CFO Evolution participants.
8. Support delivery within the CFO Evolution Community Pop Up Hubs.

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 and will be required to cover more than one delivery location based on need and demand. 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: CFO Support Worker

(E=Essential D=Desirable)

SKILLS AND CORE COMPETENCIES

Technical competency (qualifications and training)

- 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

- Understanding of the barriers faced by prisoners/prison leavers 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)
- Demonstrable experience of motivating and supporting individuals with multiple and complex needs to overcome barriers and progress towards future goals of education, training and employment. (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.

Skills and Attributes

- Strong interpersonal communication skills (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)
- A motivational, flexible and problem-solving approach. (E)
- A commitment to the rehabilitation of prisoners (E)

Personal qualities, communicating and relating to others

- Ability to work in line with contract expectations in 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

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity (E)
- Access to own transport to travel between relevant delivery locations (E)

Person Specification **Job Title:** Insert Job Title (E=Essential D=Desirable)
SKILLS AND CORE COMPETENCIES
Technical competency (qualifications and training) • Relevant qualification in particular discipline • Demonstrable evidence of Continuing Professional Development
Experience • Relevant experience in particular discipline • Demonstrable experience of successfully working to targets
Skills and Attributes • Excellent IT skills, including familiarity with Microsoft Office software and previous experience of working with databases. • Excellent verbal and written skills and ability to communicate concisely and effectively • Demonstrable experience of providing excellent customer service skills • Understanding of our client group and the barriers our clients may face • Understanding of data protection and information security
Personal qualities, communicating and relating to others • Excellent interpersonal and communication skills • Good at building relationships with both internal and external stakeholders • Ability to use initiative when required and take a problem solving approach to work tasks • Ability to work well as part of a team and independently when required
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 a (INSERT LEVEL) level (E)
Other • Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity (E)