

Job Description

Job Title: Interventions Facilitator – CFO Activity Hubs

Reports to: Hub Manager

Salary: £25,000

Location: Various

Purpose

We are looking for an Interventions Facilitator who can join our teams contributing to the delivery of both accredited and non-accredited group work programmes to offenders. You will play an integral part in our work with service users, this will include taking a central role in their supervision and the delivery of group work programmes.

As an Interventions Facilitator you will be required to prepare and deliver individual and group interventions to service users ranging from programmes which look to support offenders develop confidence and create a positive mind set for the future.

You will support, empower, and encourage service users throughout their journey with the programme. This will include group and one to one support both through face to face interventions and remote digital platforms. This post will be aligned with programme success measures related to service users participating in identified service levels.

Main Duties and Responsibilities

1. Deliver one to one and group-based activities that meet the identified support needs of service users
2. Support service users in developing a strengths-based approach, building self-awareness, confidence and qualities that will improve their opportunities and reduce recidivism.
3. Design, create and develop a range of inputs, workshops, and sessions, for delivery face to face, in groups and via online platforms that meet the work and learning needs of customers.
4. Maintain live, accurate records of customers need and activity, service delivery and outcomes as required.

5. Deliver interventions in a group or individual basis, arranging the session and resources required
6. Publicises and explains interventions to service users, staff and stakeholders
7. Proactively approaches potential participants, explains the programme, engages and motivates and ensures consent where required
8. Works closely with other colleagues to understand if identified training interventions are appropriate.
9. Prepares for programmes and sessions including understanding the material and considering the best way to deliver it given the range of needs and problems presented by group participants
10. Attend post programme reviews to feedback on reports / objective and collate post programme materials
11. Prepare rooms for delivery and make sure that hand-outs and materials for each session are available and conform to the course standard
12. Co-facilitate the delivery of interventions and at the end of each session have a de-brief with the facilitator
13. Produce up to date notes on each participant at the end of each session as and when required
14. Provides additional support, review and catch up sessions to participants where necessary and conducts progress reviews for service users during their time on the programme.
15. Ensure participant feedback is received on all delivered courses in order to improve future interventions

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.

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| <p style="text-align: center;">Person Specification</p> <p style="text-align: center;">Job Title:</p> <p style="text-align: center;">(E=Essential D=Desirable)</p> |
| <p>SKILLS AND CORE COMPETENCIES</p> <ul style="list-style-type: none"> • Embraces change and drives continuous improvement (E) • People centred in a commercial framework, takes accountability for results (E) • Demonstrates a passion to further the charitable aims of the organisation and acts with integrity (E) • Collaborates and unites with others behind the organisations mission (E) Provides a best in class service to all customers internal and external (E) |
| <p>Technical competency (qualifications and training)</p> <ul style="list-style-type: none"> • Minimum Level 4 Teaching Qualification with relevant experience in teaching area (E) • Pearson Level 4 Award in the Quality Assurance of Assessment Process and Practice (E) |
| <p>Experience</p> <ul style="list-style-type: none"> • Relevant previous experience in delivering training and interventions, ideally within the justice service environment or similar environments (E) • Experience of achievement in a target-driven environment and ability to drive performance through focused performance management (E); • Experience of designing and developing interventions programmes (E) • Experience of working with voluntary sector partners to introduce new business processes and ways of working (E) • Experience in designing and delivering formal and informal learning and development solutions that enable performance delivery (D) |
| <p>Skills and Attributes</p> <ul style="list-style-type: none"> • Ability to facilitate large and small groups and deliver intervention services to required standards (E) • Ability to problem solve and respond appropriately to a variety of situations (E) • Understanding of the wider criminal justice sector (D); |
| <p>Personal qualities, communicating and relating to others</p> <ul style="list-style-type: none"> • Flexibility 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); |
| <p>Safeguarding</p> <ul style="list-style-type: none"> • 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 basic level (E) |

Other

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E)
- Able to travel extensively, with possible overnight stays.(E)