

Job Description – Associate Careers Adviser - Prisons

Job Title: Careers Adviser - Prisons	Location: Across Kent, Sussex and Surrey
Reports to: Area Manager - Prisons	Salary: Kent & Sussex - £12.18 (L4) to £13.53 (L6)/hour plus holiday pay Surrey - £12.79 (L4) to £14.20 (L6)/hour plus holiday pay. Includes 5% high cost living area allowance
Job Purpose: <ul style="list-style-type: none"> • To deliver high quality IAG in a prison setting. Location/s to be determined by the need of the South East prison estate • To identify, train and support peer workers from within the prison to deliver IAG. To monitor the quality of Peer worker personal learning plans • To develop and maintain effective relationships with staff and partners in the prison 	
Main duties and responsibilities: <ul style="list-style-type: none"> • Be responsible for the delivery of a high quality IAG service in one or more prisons. • Work with the prison staff to manage, mentor and support a caseload of peer workers, delivering inspirational IAG in both 1:1 and group sessions as required. • Deliver approximately 25% of the Personal Learning Plans in the prison and work with the prison to ensure the delivery of the remainder through trained peer workers. • Work with the Prison to recruit peer workers to deliver the service to individuals when they enter prison and then at appropriate points throughout. • Coach and support a team peer workers to ensure effective and high quality delivery to individuals. • Work with the education provider to ensure that all appropriate individuals are provided with the service as part of their induction process. • Work with partner agencies to develop an effective, multi-agency approach to meet the needs of those you work with. Develop and maintain an understanding of the role and work of external agencies, service providers, employers and training providers • Undertake regular reviews of personal learning plans produced by the peer workers to ensure that they are of high quality. • Provide support to peer workers where a development need is identified. • Work with the Prison Learning and Skills Manager to support the preparation of individuals to be work ready for release. • Support the completion of applications of distance learning as appropriate, including follow up of applications to check progress. • Work with partners to support preparation for job opportunities when they are released. • Be knowledgeable about the CXK offer and be able to articulate this to customers and partners. 	

- Actively source LMI data that can be disseminated to the team to support progressions for individuals in the prison.
- Be responsible for safeguarding and promoting the welfare of the people we are supporting. This includes working closely with the prison, within prison policy and procedures, to protect and support prisoners (including peer workers).
- Participate in Contract meetings as requested by the Area Manager.
- Undertake such other operational duties as may be required from time to time as directed by the Area Manager.
- Where necessary, complete a programme of study leading to an appropriate Level 4/6 qualification.
- Take an active role in relation to own Personal and Continuous Professional Development including attending regular, line manager reviews, appraisal and planning own training and development needs through the use of the CPD file and process.
- Ensure that all policies and procedures (including prison & CXK policy and procedure) that relate to employment and health and safety are read and understood. Policies may be revised for time to time so it is your duty to ensure you regularly review policies and procedures.
- Undertake any other reasonable duties that may be required from time to time. The duties may be changed and/or varied to meet changing circumstances at the discretion of Management.
- Due to the nature of work undertaken by CXK there is a requirement of all employees to work flexibly across the organisation to support teams and projects as required, including working out of hours and weekends where necessary

All appointees will be subject to an enhanced DBS Check.

Signed by Employee: _____

Signed by Line Manager: _____

Person Specification: Associate Careers Adviser - Prisons

	Essential	Desirable
Qualifications and Training		
IAG qualification at Level 3 or above	X	
Maths and English GCSE grade C or above (or equivalent)	X	
A commitment to undertake all necessary training for the role	X	
Knowledge and Experience		
Experience of working with offenders either in prison or the community		X
Experience of working with partners to support customers to succeed/progress	X	
Experience of supporting, mentoring or managing a team of people		X
Personal Skills and Attributes		
High level of organisational skills with good time management	X	
Ability to work independently as well as part of a team	X	
Excellent oral and written communication skills	X	
Effective active listening skills	X	
Non-judgemental attitude with a desire to support people to fulfil their full potential	X	
Effectively able to use of IT to include Word, Excel, PowerPoint, Outlook, internet and social networking sites such as Facebook and twitter		X

Ability to build effective and professional working relationships with individual clients	X	
Ability to build effective and professional relationships with partner agencies and organisations	X	
Ability to effectively evaluate performance in light of feedback	X	
Trustworthy and honest	X	
Flexible and adaptable	X	
Other		
Ability to work evenings and weekends if needed		X
Full, clean driving licence and use of a vehicle		X
No criminal convictions that would affect the ability to work with children and young people. All those successful will be subject to an enhanced DBS check.	X	