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Organisation

One Team

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## Careers Adviser (Prisons)

**Salary:** £25,880 - £31,554 (depending on experience)

**Contract:** Permanent, Full-Time or Part-Time

**Location:** HMP Lewes, East Sussex

**Reports to:** Team Leader – Prisons

### Job Purpose:

- To deliver high quality IAG in a prison setting.
- To identify, train and support peer workers from within the prison to deliver IAG. To monitor the quality of Peer worker when assisting with the delivery of the service.
- To develop and maintain effective relationships with staff and partners in the prison

### Main duties and responsibilities:

- 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 100% of the Personal Learning Plans for the new inductees and work with the prison PLP reviews are undertaken by trained peer workers.
- Work with the Prison to recruit peer workers to support the service for prisoners when they enter prison and then at appropriate points throughout.
- Coach and support a team of 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
- Provide support to peer workers where a development need is identified.
- Work with the Prison Employment Lead 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.

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- Be knowledgeable about the CXK offer and the Education provided in the prison and be able to articulate this to customers and partners.
- Actively source Labour Market Information 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 Team Leaders and Area Manager.
- Undertake such other operational duties as may be required from time to time as directed by the Team Leaders and Area Manager.
- Where necessary, complete a programme of study leading to an appropriate Level 3/4 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.
- Support the wider CXK prison team by covering other local prisons when required.
- 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.
- 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 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.

**All appointees will be subject to an enhanced DBS Check.**

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## Person Specification

	Essential	Desirable
<b>Qualifications and Training</b>		
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	
<b>Knowledge and Experience</b>		
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
<b>Personal Skills and Attributes</b>		
High level of organisational skills with good time management	X	
Ability to work constructively both independently and 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

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Ability to build effective and professional working relationships with individual clients	X	
Ability to effectively evaluate performance in light of feedback	X	
Trustworthy and honest	X	
Flexible and adaptable	X	
<b>Other</b>		
Ability to work evenings and weekends if needed		X
Full driving licence and use of a vehicle	X	
No criminal convictions that would affect the ability to work with children and young people. Appointment subject to an enhanced DBS check.	X	

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