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## Job Description – Careers Adviser (Prisons)

**Salary:** £25,880 - £31,544 per annum pro rata (depending on experience)

**Contract:** Permanent, Part-time (3 days per week – Monday, Wednesday, Thursday)

**Location:** HMP Elmley and HMP Standford Hill, Kent

**Reports to:** Team Leader's – Prisons

### Job Purpose:

- To deliver high quality IAG and deliver a Work Ready Employability Programme in prisons.
- To identify, train and support peer mentors from within the prison to support with IAG and the Employability Programme.
- 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 and Employability service in one or more prisons.
- To work with prisoners developing their motivation and work-related skills enabling them to move into employment, education, training, apprenticeship or volunteering on release.
- Adapt delivery and lesson plans to reflect changing circumstances in the prison, ensuring prisoners continue to receive inspirational and motivational support.
- Work with the prison staff to recruit, manage, mentor and support a caseload of peer mentors, delivering inspirational IAG and Employability programmes in both 1:1 and group sessions as required.
- Produce Personal Learning Plans for new prisoners and work with the prison to ensure PLP reviews are undertaken at required journey points with the support of peer mentors.
- Work seamlessly with the education provider to ensure that all appropriate prisoners are provided with a high quality service as part of their induction process and throughout their prison journey.
- Support the completion of applications for distance learning as appropriate, including follow up of applications to check progress.
- 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

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- Work with the Prison Employment Lead to support the preparation of prisoners to be work ready for release.
- Be knowledgeable about the CXK offer and the Education provided in the prison and be able to articulate this to prisoners and partners.
- Actively source Labour Market Information that can be disseminated to the team to support progressions for prisoners 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 mentors).
- Ensure all relevant paperwork and records related to residents progress is completed to meet deadlines and contract requirements.
- Participate in meetings as requested by the Team Leader's and Area Manager.
- Where necessary, be committed to 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, appraisals 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.

**All appointees will be subject to an enhanced DBS Check and Prison Vetting Clearance.**

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## Person Specification

	Essential	Desirable
<b>Qualifications and Training</b>		
IAG qualification at Level 3 or above	X	
AET qualification at Level 3		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, clean 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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