

One
Organisation

One Team

Changing
Lives

CXK
inspiring people to thrive

Job Description – Trainee Careers Adviser (Prisons)

Salary: £26,641 per annum pro rata (inclusive of 5% high cost area allowance)
rising to £27,718 after 1 years' service

Contract: Permanent, Part-time (29.6 hours/week, 4 days per week)

Location: HMP Coldingley

Reports to: Area Manager – Prisons

Job Purpose:

- To deliver high quality Information, Advice and Guidance (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 committed to complete a programme of study leading to an appropriate Level 4 qualification.
- 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 upon 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 CXK team and wider prison staff and partners 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 (PLP) for new prison residents 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 Prison 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.

Passion, innovation and integrity are at the heart of our
culture.

cxk.org

One
Organisation

One Team

Changing
Lives

CXK
inspiring people to thrive

- 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.
- Work with the Prison Employment Lead to support the preparation of prisoners to be work ready for release.
- Keep up to date with government initiatives, labour market information, current and future job demands to help prisoners to make informed choices on the range of learning and employment opportunities available to them.
- Ensure all relevant paperwork and records related to prisoners progress is completed to meet deadlines and contract requirements.
- Participate in meetings as requested by the Area Manager.
- 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).
- Support the wider CXK prison team by covering other local prisons when required.
- 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 time to time so it is important 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 and Prison Vetting Clearance.

Passion, innovation and integrity are at the heart of our
culture.

cxk.org

Person Specification

	Essential	Desirable
Qualifications and Training		
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	
Knowledge and Experience		
Experience of working with offenders either in prison or the community		X
Experience of working with partners to support beneficiaries to succeed/progress		X
Experience of supporting and mentoring beneficiaries either face to face or in group settings		X
Experience of Microsoft products and ability to use them effectively, including Outlook, Excel, Word and PowerPoint	X	
Personal Skills and Attributes		
High level of organisational skills, efficient and results orientated with good time management.	X	
Ability to work constructively as part of a team and independently. Creative and driven. Can display innovation .	X	
Ability to build effective and professional relationships with partner agencies and organisations. Transparent and personable. Confident and passionate about inspiring people.	X	

One
Organisation

One Team

Changing
Lives

CXK
inspiring people to thrive

Trustworthy and honest . Can be relied upon to work with integrity to support the wider team's success.	X	
Excellent oral and written communication skills	X	
Ability to effectively evaluate own performance in light of feedback	X	
Flexible and adaptable	X	
Effective active listening skills	X	
Non-judgemental attitude with a desire to support people to fulfil their full potential	X	
Other		
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 and Prison Vetting clearance.	X	

Passion, innovation and integrity are at the heart of our culture.

cxk.org