

# JOB DESCRIPTION

## JOB TITLE: Prison Project Lead (Funded by the Big Lottery Fund and Tudor Trust)

## 4 days per week/30 hrs (fixed term to September 2020)

**RESPONSIBLE TO: CEO**

**RESPONSIBLE FOR: Admin team/Prison Volunteers**

**Closing Date for Applications – 20th December at 12pm.**

**MAIN OBJECTIVE OF THE POST: To support the development of Time Banking and our Maths peer mentoring programme within South West prisons and to develop and promote the scheme with other time banks across the region and beyond.**

**KEY DUTIES AND RESPONSIBILITIES:**

* To develop and support the prison project in identified prisons. Currently these are HMP Leyhill, HMP Erlestoke, HMP Eastwood Park, HMP Bristol
* To manage and support the admin team ensuring the smooth running of the organisations administration
* To develop a common set of ‘tools’ for promotion and maintenance of the work
* To build partnerships with prisons and associated staff/organisations
* To carry out the day to day delivery/evaluation and monitoring of the prison project
* To work with the prison and education provider in implementing time banking and the maths mentoring project “Times 2”.
* To support the mentors in prison and associated volunteers
* To identify and manage potential/existing risks to the running of the project
* To collate statistics and provide regular reports to the CEO
* To develop links with other community organisations in Gloucestershire to support the reintegration of offenders into the community
* To work with Time Banking UK in dissemination of the work
* To develop and circulate materials promoting the project
* To maintain appropriate records and assist in the monitoring and evaluation of Fair Shares projects.
* To effectively share information within the boundaries of agreed information sharing protocols

***Management responsibilities***

* To line manage the admin team
* Provide mentoring/coaching/advice and information to staff as required
* To attend Trustee meetings as required
* Meet regularly with CEO
* Work with Time Brokers to create/strengthen relationships between Fair Shares and other organisations

***Liaison and Representation***

* To liaise with public, private and voluntary sector agencies.
* To promote our work within the wider criminal justice field
* To promote awareness of the Time Bank and its activities and the issues it seeks to address.

***As a Member of the Fair Shares Team***

* To recruit and support participants and organisational members of Fair Shares.
* To support Fair Shares in disseminating and raising awareness of Time Banking amongst VCS groups and other agencies.
* To work with colleagues to develop opportunities for Fair Shares engagement in partnership activity.
* To ensure that standards relating to confidentiality are adhered to at all times in line with Fair Shares policies and procedures.

***As an Employee of Fair Shares***

* To participate in team meetings, away days and undertake supervision and appraisals.
* To undertake professional development/training to meet developing requirements and to maintain the necessary skills and knowledge to carry out the duties as specified.
* To contribute to the general development and provision of the work of Fair Shares.

## SUMMARY OF TERMS AND CONDITIONS OF SERVICE

**SALARY:** Circa 26k (pro rata)

**HOURS:**  30 hours per week (fixed term to September 2020)

**ANNUAL LEAVE:** 25 days per year plus public holidays (pro rata)

**LOCATION: Gloucester with travel across the south west (and occasionally further afield) required.** Due to the nature of the post access to a car and a driving licence is required (mileage is paid for travel)



## Person Specification

Prison Project Lead

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| **Experience** |  |
| *Essential*  | *Desirable* |
| * Experience of working in the voluntary sector
* Experience of taking an active role within cross sector partnerships
* Experience of working with equalities issues
* Experience of leading projects
* Experience of producing reports to a high standard
* Experience of working with volunteers
* Experience of working in prisons
* Two years minimum of providing supervision
 | * Experience of working with disadvantaged groups
* Experience of working in strengths based way
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| **Knowledge and Understanding**  |  |
| *Essential*  | *Desirable*  |
| * Knowledge of the criminal justice system and of the challenges facing offenders
* Understanding of the issues facing the voluntary sector
* Understanding of the issues related to working with the criminal justice sector
* Knowledge and understanding of what makes partnerships work
* An understanding or the requirements for good administration of a SME
 | * An understanding of Time Banking and its core principles
* Knowledge of a range of community services
* Knowledge of health and safety issues
* Awareness of the changes within the prison system and current Transforming Rehabilitation Agenda
* Knowledge of the prison education system
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| **Skills and ability** |  |
| *Essential*  | *Desirable* |
| * Project development
* People management skills
* Ability to think strategically and plan effectively
* Ability to network effectively and foster partnerships
* Diplomacy skills
* Ability to work effectively with people at all levels in both the public and voluntary/community sector
* Competence and confidence in the use of IT systems
* Ability to communicate information coherently and concisely both in writing and orally.
* Ability to facilitate meetings and events and make presentations effectively
* Proven commitment to working in an anti-discriminatory way.
* Ability to work under pressure and self-manage a complex workload
* Ability to work independently and as part of a team
* Ability to be flexible in your approach to the work

**Personal style and characteristics** * A mature and professional manner.
* Commitment to providing a high quality of service.
* Open minded, down to earth, proactive.
* Ability to learn quickly about the business and a willingness to learn.
* Work effectively as a team player.
* Ability to remain calm under pressure.
* Self-motivated.

**Qualifications*** Intellectually robust with a good standard of education with at least 5 GCSE’s or equivalent work experience
* UK Driving licence required
* Must be legally allowed to work in the UK
 | Ability to embrace change and work effectively in a fast changing external environmentCurrent security clearance for working in Prison establishments |

Due to the nature of the post in working with the Prison Service you will be subject to a full security check. Appointment cannot be confirmed until you have been security cleared (this usually takes around 4 weeks).