

# JOB DESCRIPTION

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| <b>Job title</b>          | Evolution Wing Activity Facilitator   |
| <b>Location</b>           | Drake Hall - CFO-Evolution Wing (custody)   |
| <b>Hours</b>              | Full time (35 hours per week). The successful candidate would need to work flexibly to meet the needs of the service.   |
| <b>Salary</b>             | £26,520   |
| <b>Reports to</b>         | Senior Evolution Wing Support Worker / A Way Out Enhanced Custody and Community Support Worker  |
| <b>Ethos of A Way Out</b> | <p>A Way Out is a charity with a difference.</p> <p>We are an outreach and prevention charity working with women, families and young people who experience multiple disadvantages and stigma in our local communities. We engage, empower and equip through our values of Love, Hope and Freedom to prevent further abuse, harm and exploitation.</p> <p>A Way Out is not a “three strikes and you are out” organisation, but one that works patiently and tirelessly with love and hope at the core of what we do, which motivates us to “go the extra mile”.</p> <p>As an organisation honouring our Christian roots, A Way Out believes in meeting people where they are, valuing the power of relationships, building trust, and empowering those we work alongside through our core values.</p>  |
| <b>Job Summary</b>        | <ul style="list-style-type: none"> <li>• To support and engage the participant in a trauma and gender informed way</li> <li>• To create a safe environment and relationships that prioritise wellbeing, so that learning, and development can take place</li> <li>• Work in a solution and compassion focused therapeutic way</li> <li>• To support the participant development, providing a full Learning and Development service to participants as determined by internal and external contractual and development requirements.</li> <li>• Facilitate interventions and manage groups/individuals in a way that enables them to identify their own learning needs and to take responsibility for their own actions.</li> <li>• Ensure effective tracking of participant attendance/ progression through taking part in caseload review with Senior Evolution Wing Support Worker.</li> <li>• Deliver materials to agreed service level and quality assurance standards and deadlines.</li> <li>• To facilitate the upskilling and employability of participants utilising the skills curriculum offer and resources available to increase job readiness and enhance the participant journey.</li> </ul> |



- It is an Occupational Requirement that applications for this post are open to women only, as permitted under Schedule 9, Part 1, or the Equality Act 2010. Enhanced DBS checks will be required.

### **Accountabilities**

- To conduct learning needs analysis as required, with all designated participants.
- To follow prepared schedule for all delivery of interventions.
- To deliver materials to both groups and on a one-to-one bases to an agreed service level and quality assurance standards and deadlines.
- To deliver the Sage Programme (solution and compassion focused brief intervention therapy) via one-to-one and in small groups. To take part in all relevant training and learning required to deliver the Sage Programme.
- To liaise closely with all relevant parties to ensure service levels are maintained and ensure Senior Evolution Wing Support Worker is aware of any risk to performance.
- To adhere to quality processes and procedures, ensuring accuracy to agreed standards of all documentation – e.g. learning/action plans, reviews etc.
- To report all participant progress or concerns to all relevant parties, i.e. prison Offender Management Unit
- To monitor own progress towards business and individual objectives.

### **Knowledge / Experience**

- Relevant degree or professional qualification (NVQ level 4) in a related field (e.g. Criminology, Management, Probation, Health Care, Social Work related)
- Trauma and gender informed practice
- Previous training and group delivery experience
- Excellent communicator with the ability to persuade, influence and listen to others.
- Displaying strong motivational, participant service and organisational skills.
- Experience of working in a complex environment and adhering to organisational safeguarding policies and procedures
- Knowledge of the causes of multiple exclusion and gender bias in the criminal justice system
- Knowledge of the causes of crime and impact on women in the criminal justice system
- Experience of setting and maintaining appropriate professional boundaries in a secure setting
- Knowledge and experience of how to recognise and respond appropriately to difficult situations in a closed setting.

### **Additional requirements**

This role will be subject to the following requirements:

- Prison-clearance
- The charity obtaining satisfactory references, covering the last 3 years of employment including gaps.
- The charity obtaining a satisfactory Enhanced Disclosure Certificate in respect of you from Disclosure Scotland/ the Disclosure and Barring Service in England and Wales.
- You're legally entitled to reside and work in the UK.

### **Information Security**

Ensure their operation complies with Ingeus'/ A Way Out policies relating to Information Security and Data protection, specifically to:

- Protect all information assets from unauthorised access, disclosure, modification, destruction & interference
- Treat the security of all information assets according to their designated information security classification
- Ensure that they only access information assets that they are authorised to access
- Adhere to the procedure for reporting any security weakness or event
- Commit to, and participate in, personal development of information security awareness & knowledge
- Comply with all laws and contractual obligations regarding the protection of data

### **General terms of reference – In carrying out the above duties the post holder will**

- Take responsibility for fulfilling job description and the delivery of a holistic service.
- Take an active role in determining professional development needs and agreeing programmes to meet those needs.
- Participate in appraisal, training and supervision processes.
- Ensure the implementation of all A Way Out policies and procedures.
- Keep abreast of relevant developments, legislative changes and practices and share them with the team ensuring that changes to service delivery are aligned where appropriate.
- Work strictly within the guidelines of the organisation's Safeguarding, Confidentiality, Health and Safety and Professional Boundaries at all times.
- Undertake other duties appropriate to the grade of the post.

This job description is not a definitive list of responsibilities but identifies key components of the role.