

JOB DESCRIPTION

Job Title: Mentoring Project Worker

Grade: £21,962

Location: Sefton CVS Office, Prison & Community based

Hours: Full time 35 hours per week

Accountable to: Project Co-ordinator

Job Purpose:

The Mentoring Project Worker will work on many aspects of the Merseyside Offender Mentoring Project. This post will be supporting offenders of all ages or those at risk of offending, both in custody and in the community.

This varied and exciting role will see the post holder undertaking face to face assessments with prospective mentees, source suitable volunteer mentors and oversee and support the matching process. This post will see the job holder attending regular stakeholder meetings with statutory partners and supporting the volunteer recruitment and training process.

The successful candidate will have a proven track record of providing information, advice and guidance to ex-offenders or working with young people in a similar role.

They must demonstrate an understanding of the barriers faced by ex-offenders of all ages when resettling into the community, and possess excellent planning and organisational skills.

The preferred candidates will also have experience of working with volunteers.

DBS check and full Prison MOJ security clearance will be required for this post.

This post is funded until 30th June 2021

Main Duties and Responsibilities:

- Support and engage serving prisoners of all ages from Prisons across Merseyside and the North West, with the aim of achieving positive outcomes and ultimately reducing the likelihood of reoffending through Mentoring support.
- To provide mentoring support to a designated number of 'mentees', by undertaking initial and on-going assessments of service users, including their needs and requirements in respect of the mentoring offer.
- To work with ex-offenders of all ages (mentee's) and mentors engaged with the project to develop personal development plans to support the mentee's needs in the community.
- Co-ordinate the bi-monthly forum for volunteer mentors in support of the recruitment, training and retention of volunteer mentors, providing advice and guidance as required by mentors.
- Ensure that appropriate support processes are in place within the prison settings to support peer mentors providing information, advice and guidance as required.
- To develop and maintain effective working relationships with relevant statutory partners including the Police, HM Prison Service, Local Authorities, and Probation.
- Attend multi agency meetings, including Integrated Offender Management Meetings, as requested by the Project Co-ordinator.
- Be responsible and accountable for the management of a caseload, as agreed with the Project Co-ordinator, including the inputting of referral information and maintaining up to date case note recordings within MAVERIC.
- To maintain accurate and concise recording systems and produce regular update reports, to ensure effective project performance management and attend case management and performance meetings with the Project Co-ordinator.
- Ensure personal compliance with the Standard Operating Procedures that govern the project, including Data Protection, and GDPR
- To engage with voluntary, community and faith sector partner agencies to promote the mentoring project and support (ex)-offenders of all ages in accessing key services.
- To operate within Sefton CVS policies and procedures, particularly relating to mentoring/ volunteering and related activity, including the co-ordination of the payment of expenses to volunteer mentors.

- To undertake appropriate training and engage with learning development activity as required.
- To undertake any other reasonable tasks on behalf of Sefton CVS as may be assigned from time to time by the Line Manager.

General

The post-holder will be required to participate in staff development and use all relevant learning opportunities to improve personal skills.

Where the job involves engaging in regulated activity, the successful candidate will be required to undergo a Disclosure and Barring Service (DBS) enhanced check before appointment is confirmed.

Confidentiality

The post-holder must maintain the confidentiality of all information and records relating to the work of Sefton CVS, in accordance with the organisation's procedures and policies.

Hours of Work

The post-holder must be prepared to work flexible hours, in line with the requirements of the post. This may involve some evening and occasional weekend work, for which time off in lieu will be granted, subject to Sefton CVS's policies and procedures and prior agreement with the line-manager.

The post-holder will be expected to adopt a mature and common sense approach to this arrangement.

Pension

A Group Pension scheme is in operation and Sefton CVS contributes 6% on behalf of all employees who have opted to join the scheme. All employees are also automatically entitled to Income Protection insurance and Life Assurance cover for the duration of their contract.

Annual Leave & Public Holidays

The annual leave entitlement is 26 days leave plus normal Bank & Public Holidays. The organisation reserves the right to close over the Christmas period. Employees are required to reserve the required amount of their holiday entitlement to cover these days.

Travel & Other Expenses

Reasonable expenses incurred in the course of duty will be reimbursed on receipt of a completed Sefton CVS Expenses Claim Form.

Equal Opportunities

Sefton CVS operates an equal opportunities policy and is committed to a programme of action to make this policy effective.

Although every attempt is made to meet the access needs of disabled people, it cannot always be guaranteed that every individual need will be met. For example, it may be necessary for the post-holder to attend meetings in buildings outside the normal project base where unimpaired access to such premises cannot be guaranteed.

Sefton CVS will work with individuals and others, where appropriate, to identify what reasonable adjustments can be made to accommodate access needs.

Navajo Charter Mark (LGBTI)

Sefton CVS is committed to being a Lesbian, Gay, Bisexual, Transgender, Intersex (LGBTI) friendly employer and provider of services.



In recognition of this, we were awarded the Navajo Charter Mark in 2012 for the steps we have undertaken to improve, and ensure the continued improvement of, our employment practices, service design, service delivery and access for LGBTI people within our communities.

Sefton CVS actively welcome people from LGBTI communities to apply for our job vacancies.

Disability Confident Information

Sefton CVS have been awarded the Disability Confident Employer accreditation (previously Disability Two Ticks) in recognition of our commitment to the recruitment, employment, and retention and career development of disabled people.



What we mean by disability: The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

Guaranteed Interview: The Disability Confidence Scheme includes a guaranteed interview for any disabled applicant who meets the essential requirements for a job.

How to apply: If you feel you are eligible for a guaranteed interview under the Disability Confident scheme, please complete and return the form found at the end of the Job Application document.

Additional Information

Unfortunately, owing to the number of applications received, it is not possible to offer individual feedback to candidates who have not been shortlisted.

If you have not been contacted within 2 weeks of the closing date, please assume that you have not been shortlisted on this occasion and please accept our thanks for your interest.



Sefton CVS

Supporting Local Communities

PERSON SPECIFICATION

The post-holder will need to demonstrate that they have the skills and experience in each of the following areas and will be required to respond to each of the requirements listed below.

Common Requirements for all Sefton CVS posts

Communication Skills

- To effectively communicate with different groups and individuals in various situations.

Interpersonal Skills

- To be able to form good working relationships with people from a wide range of social, cultural and ethnic backgrounds to enable you to achieve your goals and also to promote the reputation of Sefton CVS.

Organisational Skills

- To be able to plan and organise your own workload and manage your time.
- To be able to set up and maintain appropriate systems for the management and accurate recording of your work and the progress of others.

Team Working

- To be able to contribute to the Sefton CVS team and its overall effectiveness.
- To share skills, expertise and ideas with other CVS projects.

Information & Communication Technology

- IT literate; to be able to use Microsoft Office software such as Outlook, Word and Excel effectively.

Equal Opportunities

- To be committed to and understand equality and diversity practice and implementation in the workplace.

Voluntary Sector

- To have an understanding of the ethos, values and operating environment of voluntary, community and faith sector organisations.
- To have experience, either paid or unpaid, of working in the voluntary, community and faith sector.

Specific Requirements to this post

- Knowledge of the issues faced by offenders
- Ability to work sensitively with people with differing viewpoints
- Knowledge of the Criminal Justice System
- Experience of multi-agency partnership work
- Ability to handle sensitive and confidential information appropriately
- Ability to adapt to differing working environments

Desirable Requirements to this post

- Educated to degree level in either Community or Youth Work, Psychology or Criminology
- Experience of working in a Prison environment
- Knowledge of the Transforming Rehabilitation Agenda
- Experience of managing volunteers