



## Job Description

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| Job Title      | Programme Facilitator  |
| Workplace      | HMP Fosse Way, Leicester (with some home working)  |
| Hours          | 37 hours per week<br>(some of which may be unsociable)<br>This is a fixed-term contract between 1-3 years. |
| Accountable to | Chief Executive Officer  |
| Salary         | £23,759  |
| Direct reports | None   |

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|-------------|--|
| Job Purpose | By using a Christian faith based and Christ-centred approach, coordinate and facilitate a range of employment-related interventions (including group and one-to-one sessions) to support people in prison and on release in their ability and confidence to find employment. |
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### Key Responsibilities *(This list is not exhaustive but is indicative of your main areas of work)*

There are certain duties that this post holder will have to undertake which require the post holder to be a practicing and professing Christian.

1. To role model Christian faith within the workplace to other staff members and to demonstrate Christ-centred values externally to Members, prisons, employers, suppliers and other stakeholders.
2. To lead Christian devotionals, prayer and worship at internal events, requiring the post holder to have a thorough understanding, and belief in, the underlying doctrines of the Christian faith.
3. To take an active part in weekly prayer calls, highlight and communicate to the team issues and topics for Christian prayer and to pray for issues and topics that

are frequently raised by others within day-to-day working life and within the weekly prayer calls.

4. To contribute to a Christian ethos of being Christ-centred.
5. To use personal Christian networks to assist in the recruitment of other practising and professing Christian staff.
6. To process referrals into the Clean Sheet employment support, ensuring that people in prison are selected within the parameters of the selection criteria.
7. To coordinate and facilitate group sessions focused on employment-related areas (training will be provided). To work alongside the Chief Executive Officer to adapt and develop the employment-related sessions to refine and expand these. To do this in a way which reflects the Christian mission of the charity, adhering to Clean Sheet's Christian values.
8. To coordinate and facilitate one-to-one sessions with participants to help embed learning from the workshops and to sign participants up to become Clean Sheet Members. To do this in a way which reflects the Christian mission of the charity, adhering to Clean Sheet's Christian values.
9. To provide employment support on release in the community to participants who sign up to become Clean Sheet Members. To do this in a way which reflects the Christian mission of the charity, adhering to Clean Sheet's Christian values.
10. To evaluate the delivery of the interventions and the engagement of participants, recording outcomes in appropriate documentation and systems.
11. To maintain accurate, up-to-date files and relevant documentation to meet the organisation and programme governance and any legal requirements.
12. To prepare for and attend regular supervision with line manager and annual appraisal monitoring development and performance in line with job description, mindful of continuous professional development.
13. To prepare for and attend scheduled team meetings (both Clean Sheet and prison-related).
14. Be aware of and adhere to HMPPS policies, procedures and Prison Service Orders (PSO).
15. To be aware of and operate in line with Clean Sheet's policies and procedures.
16. To undertake any other duties as requested that are appropriate to the post.

### Right / Right to Vary Job Description

- This Job Description will be reviewed regularly as part of the Performance Appraisal process and may be subject to other variance.
- In order for you to fulfil the requirements of the post you may be required to undertake training leading to recognised qualifications from time to time.
- You may be required to undertake other tasks that are assigned to you that Clean Sheet might reasonably expect to be within your competence.

### Acceptance

| Name                             | Signature | Date                          |
|----------------------------------|-----------|-------------------------------|
| Click or tap here to enter text. |           | Click or tap to enter a date. |

## What we can offer you as part of the Clean Sheet team (non-contractual benefits)

### Summary

- Pension matched up to 5%
- Generous annual leave increasing up to 30 days plus bank holidays with service (pro-rata)
- Company sick pay scheme
- Paid training
- Wellbeing package, including cover for your family (such as 24/7 GP booking, service, free counselling and discounted memberships)
- Access to chaplaincy and pastoral support

## Person Specification

|           |                       |
|-----------|-----------------------|
| Job Title | Programme Facilitator |
|-----------|-----------------------|

| Selection Criteria              | Essential   | Desirable   | Assessment              |
|---------------------------------|---|---|-------------------------|
| Beliefs                         | <p>A practicing and professing Christian, able to interpret the Christian Mission of the charity to a contemporary society and to actively role-model their faith in their work</p> <p>To have a thorough understanding, and belief in, the underlying doctrines of the Christian faith and an active prayer life</p>   |   | Application / Interview |
| Qualifications / Training       | A level (or equivalent) in at least 3 subjects  | A level English or higher<br>Qualification in coaching or teaching adults | Application             |
| Knowledge, Skills and Abilities | <p>Experience of training others and delivering facilitated group sessions</p> <p>Excellent communication skills, able to engage and build rapport with vulnerable individuals as well as professionals, stakeholders etc.</p> <p>Able to maintain professional boundaries and confidences</p> <p>Self-motivated, organised and able to work in a fast-paced, changing environment in order to manage and</p> | Working in a prison or secure environment                                 | Interview / Test        |

|                          |  |  |                         |
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|                          | <p>prioritise competing and varied priorities</p> <p>Able to write reports, update systems and provide relevant material to meet contract reporting requirements</p> <p>Adaptable, able to manage ambiguity and innovate when finding solutions to problems</p> <p>Able to confidently use Word, Excel and Email and other IT systems as appropriate</p> |  |                         |
| Flexibility and Mobility | <p>To be prepared to work flexibly to accommodate the needs of the charity and able to manage rapid changes in tasks</p> <p>Able to travel within the UK including flexibility with regards to occasional overnight stays</p>  | UK driving licence and access to a vehicle | Interview               |
| Other                    | <p>Motivated to help others and disadvantaged groups.</p> <p>Willing to undertake a DBS check in the form of an enhanced Police check which must be satisfactory to Clean Sheet. Will also need to successfully go through prison security vetting.</p>  |  | Application / Interview |