

KEEP OUT

The Crime Diversion Scheme

JOB DESCRIPTION

Support Worker

Job Purpose:

To support the Operations Manager in the operational delivery of KeepOut - The Crime Diversion Scheme

To work within the ethos, values, aims and objectives of the Scheme.

Main Aim:

To work closely with internal and external partners to support the aims and objectives of the Scheme.

Managed by:

Operations Manager

Key Tasks and Responsibilities:

General

1. As a member of the KeepOut Coldingley team contribute to the annual business plan and the development of sound operational procedures supporting the Operations Manager in their respective implementation.
2. Act as second key holder and assist the KeepOut Operations Manager in the day to day operational delivery of the Scheme working within the policies and procedures of both KeepOut and the prison.
3. Support the Operations Manager in working with the prisoner team and visiting young people using a range of appropriate professional methods in order to meet the aims of the Scheme.
4. Promote the activities of informal education to young people, in line with the aims, objectives and planned learning outcomes of the Scheme.
5. Undertake appropriate training when required including familiarization of the Scheme, its content and the context of the work in order to gain an understanding of the different ways of working with young people and prisoners.
6. In liaison with the Operations Manager support the recruitment, selection and induction of the prisoner team.

7. Liaise with, and when appropriate, visit current and potential user groups
8. Liaise with and visit user group staff to carry out evaluation with young people who have attended a KeepOut event.
9. Oversee the co-ordination and take responsibility for event bookings.
10. Contribute to the regular review and development of the programme content offered to young people and user groups.
11. Engage with the KeepOut team in all aspects of the Scheme including training, planning, monitoring and evaluation and contribute to the overall direction of the organisation.
12. Be responsible for delegated administrative duties including maintaining and updating the inventory book, ordering materials, filing and keeping records of certain aspects of the scheme, sourcing of resources from within the prison, developing a small resource library for enhancing the programme.
13. Ensuring that the comments book is regularly completed and that any relevant information is shared with the appropriate people.
14. Deputise for the Operations Manager in their absence.

Person specification Essential:

1. Ability to communicate effectively with young people, prisoners, external partners and colleagues in HMP Coldingley
2. An effective team player who can build relationships with partners and promote the programme within HMP Coldingley and other partnership agencies.
3. A problem solver, able to make decisions which demonstrate the primacy of security and safety.
4. Motivated, enthusiastic, and well organised.
5. A willingness to learn, develop and grow in the field of crime diversion.
6. A keen interest in working with prisoners and understanding why young people commit crime.
7. A commitment to the aims and objectives of KeepOut the Crime Diversion Scheme.
8. Demonstrate a willingness and ability to work flexibly within different settings.
9. Knowledge and experience of using and utilizing new technology.

Desirable:

1. Have some understanding and experience of participation in models of good practice
2. Training in working with people in such areas as drugs education, sexual health, anger management, evaluation and programme planning.

3. Knowledge of current issues relating to those in prison, and how these relate to young people who may commit crime in the future.
4. Awareness of the needs and challenges facing young people (13-17)
5. Understanding of the prison system locally, regionally and nationally.

3 July 2011