

Job Description:

Prison Employment Lead

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| Function: | | | | SODEXO JUSTICE SERVICES – HMP PETERBOROUGH | | | | | | | | |
| Job: | | | | Prison employment Lead | | | | | | | | |
| Position: | | | | Prison Employment Lead | | | | | | | | |
| Job holder: | | | |  | | | | | | | | |
| Date (in job since): | | | |  | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | Head of Education Skills & Work | | | | | | | | |
| Additional reporting line to: | | | | NFN | | | | | | | | |
| Position location: | | | | HMP PETERBOROUGH | | | | | | | | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | | | | | | |
| The primary function of the Prison Employment Lead (PEL) is to lead on the construction of an end to end Prison Employment pathway, which starts to promote the very real prospect of employment on release to prisoners from the beginning of their journey through the establishment.  The Prison Employment Lead will principally be responsible for:   1. Identifying work ready candidates. 2. Prioritising actions and services needed to ensure prisoners achieve work readiness. 3. Matching work ready candidates to suitable vacancies supplied by the New Futures Network and other employment stakeholders within the prison estate.   The role will be establishment based with the expectation that post holders will travel as and when required. This is a non-operational post. The post holder will have line management responsibilities for the Business Admin for I.D and Bank Accounts. | | | | | | | | | | | | |
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| 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. | | | | | | | | | | | | |
| Revenue FY: | €tbc | | EBIT growth: | | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc | |
| EBIT margin: | | tbc |
| Net income growth: | | tbc | Outsourcing growth rate: | n/a | HR in Region | tbc | |
| Cash conversion: | | tbc |
| Characteristics | | * Add point | | | | | | | | | | |

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| 3. Organisation chart – Indicate schematically the position of the job within the Organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| The role of the PEL is to improve employment outcomes for prison leavers. In order to achieve this, they will:   * Engage with stakeholders within the prison to establish a system that identifies work ready prisoners and highlights actions needed to support prisoners to achieve work readiness. * Work with prison staff and stakeholders to match work ready candidates to job opportunities brokered on behalf of the prison by the New Futures Network and other employment agencies. * Support contracted IAG and Education providers to ensure the prison induction process properly:  1. promotes employment, education, and skills training opportunities to prisoners upon arrival at the prison 2. effectively captures information relating to prisoner education, work experience and skills 3. encourages prisoners to develop personal and social skills that improve employability |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Manage an Employment Hub which centralises employment support services within the prison and promotes live vacancies to prison leavers within the resettlement period. * Track any vacancies as part of central reporting. * Champion innovations in employment and industry focused recruitment practices, such as hospitality/construction drives etc. * Work in partnership with the Prison’s Strategic Employment Advisory Boards to improve systems that support prisoners to develop employability, ensuring they meet commercial needs/standards of employers. * Organise regular opportunities for NFN and other stakeholders to bring employers into the prison and facilitate prisoner forums. * Work in partnership with Community Offender Management (COM) to ensure prison leaver information is supplied to relevant agencies post release in order to reduce duplication. * Liaise with COM to ensure prison leavers who require further support on release are signposted to Education, Training and Employment CRS who can continue to support them on their journey towards meaningful, sustained employment.   The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary within this area of work. |

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| 6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Improve Employment outcomes for prisoners being released. |

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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively | |
| Essential   * Experience of working with senior officials. * Experience of working across stakeholder groups and Other Government Departments and excellent influencing skills, showing the ability to deal effectively with conflict and deliver objectives. * Has experience of setting goals and achieving targets. * Has commercial experience and an understanding of contract management. * Has previous experience/understanding of recruitment processes/legislation * (desirable). * Ability to engage at Local and Regional Management level. * Ability to work in partnership with NFN Managers, communicating strategy and priorities to providers and stakeholders. * Strong written and excellent verbal and non-verbal communication skills. * Strong team building and working skills. |

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| * Communicates effectively * Ensures accountability * Drives results * Customer focus * Cultivates innovation |

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| 9. Management Approval – To be completed by document owner |
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