

# Job Description: Foreign National Coordinator



Function:	Diversity
Position:	Foreign National Coordinator
Job holder:	
Date (in job since):	
Immediate manager	Yvonne Singh – Safer Custody & Decency Manager
Additional reporting line to:	Sam Briscoe – Performance Manager
Position location:	HMP/YOI Bronzefield

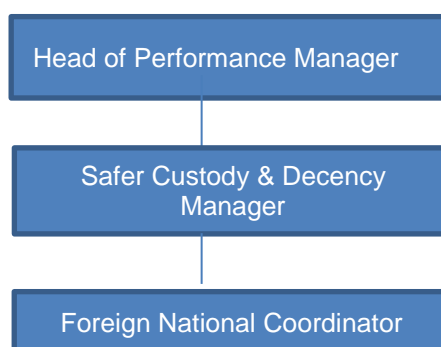
## 1. Purpose of the Job – State concisely the aim of the job.

- To lead and coordinate the work associated with supporting the needs of foreign national women at HMP/YOI Bronzefield providing both support and advice where required.
- To support a high population of Foreign National Residents with over 52 different Nationalities.
- To ensure quality recording of documents and statistics relating to foreign national prisoners.
- We aim to change lives for the better by reducing reoffending and improving the quality of life for those under our supervision and in our care. We deliver safe, effective and innovative custodial and community rehabilitation services that challenge offending behavior, protect the public and offer individuals the opportunity to change their lives for the better.

## 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 FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						
Characteristics		Broader rewards package including free meal on site; free parking and access to the staff gym facility at designated times.							

## 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.



**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.

- Contact with vulnerable residents being deported
- Dealing with life changing situations such as Deportation/Separation from family
- Supporting potential victims of Trafficking
- Supporting those that do not speak English as a first language

**5. Main assignments** – Indicate the main activities / duties to be conducted in the job.

- To abide by the Sodexo Justice Services Corporate Mission Statement, Company Policy and all appropriate Regulations and Health and Safety policies.
- Identify and support all new Foreign National Women
- Build professional relationships with key organisations, such as Immigration, and maintain all Immigration paperwork & logs.
- Liaise with Embassies as required to support foreign national women.
- Identify any trafficked women and put support in place, making appropriate referrals to other support services as needed.
- Work collaboratively across internal departments.
- Provide cover for the Diversity lead in times of absence and annual leave.
- Manage the Diversity Peer support ladies.
- To complete all paperwork and routine submissions for the Client and other agencies as set out in relevant Prison Service Instructions and in a timely way.
- To act as a source of information for both staff and residents on foreign national related issues.
- To promote the appropriate use of translation and interpreting services and to offer advice to staff regarding appropriate use of services.
- To ensure quality recording of documents and statistics relating to foreign national prisoners is produced
- Compliance with all Instructions relevant to role and all baselines including HMIP Expectations
- All work completed to a high standard in line with brand expectation

**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.

- All foreign national women are seen & supported.
- All paperwork served and returned to a high standard and within set time limits.
- Compliance with all Instructions relevant to role and all baselines including HMIP Expectations.
- Good working relationships with internal and outside agencies

**7. Person Specification** – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

**Essential:**

- Demonstrate consistently to the Sodexo Values
- Understand the barriers that foreign nationals face while in prison
- Ability to build positive relationships with key agencies
- Motivated and able to work on own initiative

- Good Communicator
- Excellent in Word and Excel
- Broad understanding of Diversity
- Knowledge of Prison Service Instruction 4630 and 04/2013

**Desirable:**

- Knowledge of Immigration paperwork
- Second Language

**8. Competencies** – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

▪ Growth, Client & Customer Satisfaction / Quality of Services provided	▪ Learning & Development
▪ Rigorous management of results	▪ Innovation and Change
▪ Brand Notoriety	▪ Business Consulting

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

Version	1	Date 27/09/2017	
Document Owner	Yvonne Singh		