

Job Description:   
Administrator

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| Function: | OBPU | |
| Position: | Programmes Manager | |
| Job holder: | TBC | |
| Date (in job since): | n/a | |
| Immediate manager  (N+1 Job title and name): | Head of Rehabilitation | |
| Additional reporting line to: | N/A | |
| Position location: | HMP Northumberland | |
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| 1. Purpose of the Job | | |
| * To ensure the delivery of accredited programmes to residents in order to support lifestyle changes and rehabilitation * To ensure compliance with CDIs and the annual delivery plan. * Collect information and assess the needs of the population. * Work closely with OMU, Resettlement, Regimes and Regional Psychology to ensure positive outcomes for the residents. * Any other duties as allocated by line manager | | |
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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. | | |
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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. |
| Administrator  Administrator |

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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. |
| * To compose, oversee and deliver the annual Needs Analysis and Delivery plan * To manage the interventions budget and ensure all training and delivery needs are met. * Ensure confidentiality procedures are adhered to. * Ensure Ministry of justice guidelines are adhered to at all times |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * To oversee the running of all Programmes. * To conduct live monitoring weekly whilst the Programmes are running. * To conduct individual supervision within required time frames. * To conduct group supervisions and team meetings in required time frames. * To give constructive /fair feedback to team members. * To monitor key work sessions delivered by the staff. * To audit files and gate keep them. * To chair meetings within the team. * To oversee the effective running of post course reviews * Promote the creation of a rehabilitative culture * Develop and co-ordinate peer mentor opportunities within the establishment |

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| 6. Accountabilities |
| * To engage with in a multidisciplinary team in order to support the effectiveness of treatment. * To work alongside the OMU team with the referral process. * To be prepared for audit on compliance and quality. * To contribute to the Reducing reoffending pathway |

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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Experience working in a similar environment or role * A good level of numeracy and literacy * Good interpersonal skills and have an Empathic approach. * Good planning and organisational skills * To have a keen interest in rehabilitation and a passion to promote and encourage change |

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| |  |  | | --- | --- | | * Working with others | * Growth, Client & Customer Satisfaction /   Quality of Services provided | | * Planning & Organising | * Rigorous management of results | | * Resilience | * Brand Notoriety | | * Continuous Improvement | * Commercial Awareness | | * Results Orientated | * Employee Engagement | | * Leadership & People Management | * Innovation and Change | |

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| 9. Management Approval – To be completed by document owner |
| |  |  |  |  | | --- | --- | --- | --- | | Version | 1.0 | Date | 29/03/2023 | | Document Owner | Gavin Eaton | | | |