

Activities Administrator HMP Addiewell Academy

Activities Administrator

Full Time (40 hours)

HMP Addiewell, West Lothian

Salary - £22,250 plus excellent benefits (including free meals and parking, group discount schemes and pension with 28 days holiday)

Sodexo Justice Services are currently recruiting for an Activity Administrator to be based at HMP Addiewell in West Lothian. Addiewell was designed as a learning prison – not only is the environment akin to a further education establishment but the ethos is to deliver 40 hours of purposeful activity to each offender every week to enhance their vocational skills, self-awareness and knowledge.

The Purposeful Activities Department caters for a wide range of educational and vocational needs for the 700 prisoners. As an SQA accredited training centre, the Administrator will focus on providing a comprehensive administrative support to the Purposeful Activity Department. Reporting to the head of Purposeful Activity, the role is diverse, thought-provoking and challenging/rewarding in equal measure.

Key responsibilities include:

- Undertake residents' employment and activity admin duties, scheduling and maintaining records/time-tables as directed by management
- Support departmental staff in the maintenance of the purposeful activity offer within the prison.
- Collate statistical information for regime monitoring and input data to relevant systems
- Manage and maintain a filing system within the area for audit purposes.
- Manage and maintain Candidate Registrations and Certifications through SQA Connect.
- Be part of a multi-functional team to provide a service to the prison as a whole to include providing cover for departmental Administrators
- Note/Minute taking
- Provide Assessors and Verifiers within the training centre with Administrative assistance in order to successfully certificate our candidates upon completion
- Assist in the collation, dissemination and analysis of information
- Support management during audits ensuring contractual compliance.
- General office administrative duties as required

Experience required:

- Previous effective administrative experience essential
- Strong IT skills and knowledge of relevant systems
- Evidence of the ability to build relationships across departments and the prison as a whole
- Experienced in the use of CMS, but not essential.
-

Personal Qualities

- Ability to work under pressure; think clearly and act decisively.
- Have an interest in the rehabilitation and resettlement of offenders
- Good listening and communication skills.
- Good problem solving skills.
- Team player.
- Be able to apply a positive and creative approach to achieving business solutions.
- Strong organisational skills
- Analytical thinker

HMP Addiewell opened in 2008 and has become an integral part of the Scottish Prison Service estate earning much praise from (amongst others) HMCIP, for its innovation, use of technology, strong partnership working as well as its “can do” culture.

Sodexo UK & Ireland employs around 36,000 people and delivers On-site Service Solutions to clients at over 2,300 locations including offices, hospitals, schools, defence sites, prisons, sporting events and visitor attractions.