

## JOB DESCRIPTION

<b>EMPLOYER</b>	Cumbria and Lancashire CRC
<b>JOB REF:</b>	8/179
<b>JOB TITLE:</b>	PSO – Programme Facilitator
<b>LOCATION:</b>	Cumbria and Lancashire
<b>FUNCTION:</b>	Interventions
<b>AREA:</b>	Programmes
<b>SALARY BAND:</b>	Band 3
<b>RESPONSIBLE TO:</b>	Practice Manager
<b>RESPONSIBLE FOR:</b>	Not applicable
<b>HOURS OF WORK:</b>	<p>37 hours per week.</p> <p>Evening and weekend working will be a requirement of the job. Enhanced rates of pay will be payable for time worked outside the “normal hours band” in accordance with the white book.</p> <p>Work in excess of contracted hours will attract excess hours payments <b>OR</b> time of in lieu (dependant upon Job Band).</p>
<b>CAR STATUS:</b>	Casual

***This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time and should not be regarded as exclusive or exhaustive. There may be other duties and requirements at the same or lower responsibility level associated with this post.***

<b>Name of Postholder:</b>	
<b>Signature of Postholder:</b>	
<b>Name of line manager:</b>	
<b>Signature of Line Manager:</b>	
<b>Date:</b>	

## **OVERALL PURPOSE OF JOB:**

The Probation Service Officer (PSO) role in Cumbria and Lancashire is integral to the core activities within the two disciplines of Offender Management (which includes courts and prisons) and Interventions (which includes unpaid work, victims and programmes). The Probation Service Officer has an important part to play in the supervision of offenders. This will include taking a central role in their supervision and the delivery of group work programmes.

Probation Service Officers will work in various units and locations in Cumbria and Lancashire. Although they will normally work within either Offender Management or Interventions, flexibility will be needed and they may therefore be required to undertake any reasonable combination of duties and responsibilities. Career development will be encouraged for Probation Service Officers across the various roles in accordance with the service's mobility policy

Probation Service Officers will be required to:-

- Work to high professional standards
- Comply with the Area's Equality and Diversity Strategy and associated procedures and embrace a culture which values diversity
- To ensure the health, safety and welfare of self and others in accordance with the Area's Health and Safety Policy and associated procedures and embrace a culture which embeds a H&S culture.
- Operate in an open, transparent and participative way
- To promote the aims and values of the Cumbria and Lancashire CRC and NOMs

## **MAIN RESPONSIBILITIES AND DUTIES**

To deliver a range of accredited and non-accredited programmes to offenders for offenders in accordance with area policy and procedures.

## **SPECIFIC TASKS AND ACTIVITIES**

### **Operational:**

1. To deliver structured groupwork and individual programmes.
2. Assist in the assessment of offenders pre-sentence/pre-release.
3. Instruct offenders to attend required groups and programmes as required.
4. Maintains offender and programme activity records.
5. To promote the work of the Programmes Unit with Offender Managers, sentencers and external organisations.
6. Liaise with Offender Managers and relevant external organisations in connection with offenders attending programmes.
7. Contribute to the evaluation of groupwork programmes.

8. Produce session records and other relevant documents and reports as required using the area's computer-based systems.
9. Maintain Interventions Manager (IM) database.
10. Attend programmes specific training and other relevant courses in order to increase knowledge and skills.
11. Work collaboratively with other members of the programmes team ensuring good communication to enable the effective delivery of accredited and non accredited programmes.
12. Complete programme reports as required.

**General:**

13. Ensure effective working with offender management staff, service providers and external agencies to revise progress and associated risks.
14. To provide cover to other programme teams and other Interventions units and offender manager units as required.
15. Demonstrate pro-social modelling skills by consistently praising pro-social behaviour and attitudes, challenge anti-social behaviour and attitudes.
16. Work with the offender to ensure that they understand the links between all the relevant interventions. Facilitate the offender's understanding of the links between the different interventions; help the offender make the links between new learning and their day-to-day environment; ensure offender practices new skills and behaviours and demonstrates new behaviours in their own environment.
17. To work in accordance with effective practice principles, company standards, area policy and procedure and the offender management model.
18. To undertake any other duties which are commensurate with the grading of the post.

***Relationships with:***

- Offenders
- Offender Managers
- Interventions staff
- External agencies

## PERSON SPECIFICATION

<b>Job Title:</b>	PSO – Programmes Facilitator	<b>Team:</b>	Programmes
<b>Salary Band:</b>	Band 3	<b>Date:</b>	

<b>Short-Listing Criteria</b>	<b>Essential/ Desirable (E/D)</b>	<b>Assessment Method (How it will be measured whether a candidate meets the criteria)</b>
<p><b><u>Qualifications</u></b></p> <p>1. Educated to GCSE or equivalent</p>	E	Application form
<p><b><u>Knowledge/Experience</u></b></p> <p>1. Experience of working with a variety of people who have experienced a range of social/personal difficulties</p> <p>2. Knowledge and understanding of the work of the Criminal Justice System.</p> <p>3. Experience of working with groups or individuals in order to motivate and change behaviour</p>	E  D  D	Application form/Interview  Application form  Application form/Assessment Centre
<p><b><u>Skills/Abilities</u></b></p> <p>1. Ability to communicate effectively both orally and in writing both in a group and on an individual basis.</p> <p>2. Ability to work as part of a team, demonstrating an ability to work flexibly to complete workloads and meet deadlines.</p> <p>3. An ability to motivate people and challenge unacceptable behaviour where necessary.</p> <p>4. An ability to use a range of office processes, equipment and computer based systems.</p>	E  E  E  E	Assessment Centre/Interview  Interview  Interview/Assessment Centre  Application form
<p><b><u>Physical Requirements</u></b></p> <p>1. Demonstrate a good attendance record*</p>	E	Application Form/ Reference/Occupational Health Assessment

<b><u>Commitments</u></b>		
1. Committed to the aims, objectives and values of the service, including Equal Opportunities and Diversity in the workplace.	E	Application form/interview
2. Ability to work flexibly to meet service needs as required.	E	Interview
3. Ability to travel throughout the Cumbria and Lancashire area.	E	Application Form

\* The Cumbria and Lancashire CRC has a target of no more than 9 days' absence per employee per annum. Short listed applicants will, therefore, be required to demonstrate that this can be reasonably achieved by them detailing their absence record including dates and reasons for each period of absence over the last two years and by completion of a medical questionnaire and assessment by Occupational Health. Absences related to a one-off medical complaint, now resolved, e.g. operation or pregnancy-related illness, will be disregarded in this assessment. Absences related directly to the DDA will also be disregarded.