

Job Description: Facilitator

Function:	Offending Behaviour Programmes Unit
Position:	Programme Facilitator
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Treatment Manager
Additional reporting line to:	Head of Interventions
Position location:	Office Location

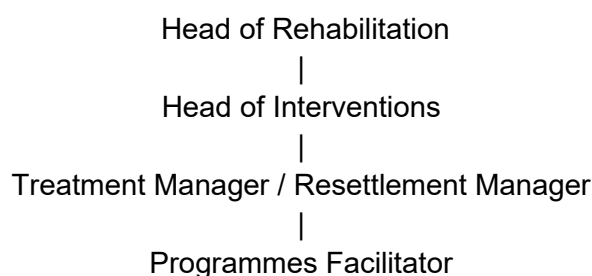
1. Purpose of the Job – State concisely the aim of the job.

- To deliver a proportion of accredited programmes commissioned to run at HMP Northumberland to the required standard set by OSIG and as by the audit documentation.

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	▪ Add point						

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.

- To ensure that support sessions are attended
- To ensure treatment is delivered in line with National Guidance
- To work in line with all relevant PSI and PSOs

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

- To attend all training in relation to the role, both Core Skills and Programme Specific
- Carry out motivational and responsivity interviews prior to group selection
- Conduct 1:1 interviews as required
- Deliver interventions to trained standard
- Complete session plan and debriefs
- Attend supervision sessions
- Complete programme administration as necessary
- Complete thorough and non-judgmental Post Programme Reports within the appropriate timeframe
- Attend post-programme reviews
- Promote a positive therapeutic environment
- Be a positive role model
- Ensure that all aspects of Equality & Inclusion are adhered to

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.

- To reduce risk of reoffending

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

Essential

- Have an interest in group work delivery
- Have an interest in working with people who have cognitive distortions for the purpose of resettlement
- Be able to prepare for and deliver sessions
- Liaise with OMU/OASYs staff in the management of offenders
- Contribute to the development of pro social goals leading to a crime free life
- Develop programmes in line with OSMG/NOMS, Audit and contractual requirements
- Good communication and interpersonal skills.
- Ability to use initiative and work autonomously

Desirable

- An interest in working with people who need to address the way they think and behave.
- Vocational competencies around offending behaviour.
- Knowledge of the different treatment models and services available to offenders.

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

- Working with others
- Resilience
- Planning and Organisation
- Continuous Improvement
- Impact and influence

9. Management Approval – To be completed by document owner

Version		Date	17/09/2021
Document Owner	Erin Stephenson		

10. Employee Approval – To be completed by employee

Employee Name		Date	
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