

# Job Description: Employment Lead

Function:	Learning, Skills & Employment
Position:	Employment Lead
Job holder:	<b>Head of Learning &amp; Skills</b>
Date (in job since):	
Immediate manager:	Head of Learning & Skills
Additional reporting line to:	Regimes Manager
Position location:	HMP YOI Bronzefield

## 1. Purpose of the Job

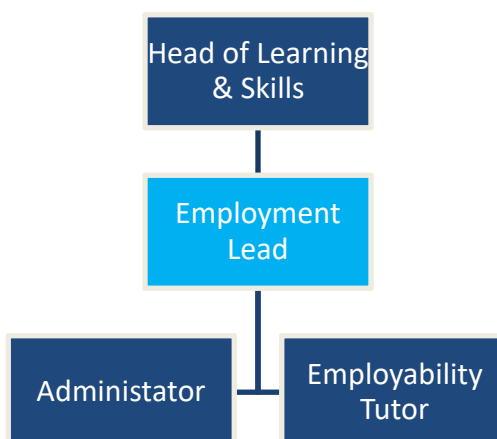
- The job holder has responsibility for improving the employability of prisoners and supporting prison leavers into employment on release.
- The primary function of the Prison Employment Lead (PEL) is to lead on the construction of an end-to-end Prison Employment pathway, which starts to promote the very real prospect of employment on release to prisoners from the beginning of their journey through the establishment.
- A key aspect of this service is to support prison leavers into meaningful, sustained employment on release by working with employers in the community.

## 2. Dimensions & KPIs

- Service Delivery Targets achieved or exceeded
- Contractual compliance
- Formal Audit outcomes of Green for relevant audits
- Compliance with HMPPS framework

## 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 prepare prison leavers for work on release, HMPPS have invested significantly in a variety of activities that give prisoners the opportunity to develop work skills and gain experience.
- Within the prison estate employment is managed as part of the reduction of re-offending agenda, which alongside education and a range of other support agencies, specifically provides prisoners with the necessary skills and knowledge to live a law-abiding life after leaving prison.
- The New Futures Network (NFN) is a national network of employment brokers and industry leads, who work to establish relationships with a range of sector-based employers. The specific aim is to increase the number of prison leavers entering employment on release. For these employers to benefit from the potential labour pool that exists within UK Prisons, it is essential that work ready candidates are identified pre-release.
- The Prison Employment Lead will principally be responsible for:
  - i. Identifying work ready candidates.
  - ii. Prioritising actions and services needed to ensure prisoners achieve work readiness.
  - iii. Matching work ready candidates to suitable vacancies supplied by the New Futures Network and other employment stakeholders within the prison estate.

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

The role of the PEL is to improve employment outcomes for prison leavers. In order to achieve this, they will:

- Engage with stakeholders within the prison to establish a system that identifies
- Work ready prisoners and highlights actions needed to support prisoners to achieve work readiness.
- Work with prison staff and stakeholders to match work ready candidates to job opportunities brokered on behalf of the prison by the New Futures Network and other employment agencies.
- Support contracted IAG and Education providers to ensure the prison induction process properly:
  - i. promotes employment, education, and skills training opportunities to prisoners
- upon arrival at the prison
  - ii. effectively captures information relating to prisoner education, work experience
- and skills
  - iii. encourages prisoners to develop personal and social skills that improve employability
- Manage an Employment Hub which centralises employment support services within the prison and promotes live vacancies to prison leavers within the resettlement period.
- Track any vacancies as part of central reporting
- Champion innovations in employment and industry focused recruitment practices, such as hospitality/construction drives etc.
- Work in partnership with the Prison's Strategic Employment Advisory Boards to improve systems that support prisoners to develop employability, ensuring they meet commercial needs/standards of employers.
- Organise regular opportunities for NFN and other stakeholders to bring employers into the prison and facilitate prisoner forums.
- Work in partnership with Community Offender Management (COM) to ensure prison leaver information is supplied to relevant agencies post release in order to reduce duplication.
- Liaise with COM to ensure prison leavers who require further support on release are signposted to Education, Training and Employment CRS who can continue to support them on their journey towards meaningful, sustained employment.

The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary within this area of work.

**6. Accountabilities** – key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Have line management responsibility for the ETE Administrator
- Assist the prison in fulfilling its responsibilities in enhancing employment and training opportunities.
- Deliver the agreed functional standards and contractual targets
- Take an active part to ensure that the department runs smoothly each day, dealing with requests for information promptly
- Be compliant to ensure that all relevant paperwork is being completed by staff within the department.

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

**Essential**

- To have an interest in the rehabilitation and resettlement of offenders.
- To have an ability to always communicate effectively through different mediums, including spoken and written communication.
- Proficient user of IT including prisoner databases appropriate to their area of work
- Manage data/information in a confidential manner

**Desirable**

- Good knowledge of procedures, policies and standards in relation to Learning, Skills and Employment pathway.
- Analytical and scheduling skills
- Experience of partnership working

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

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|---------------------------|
| ▪ Business Consulting     |
| ▪ Continuous improvement. |
| ▪ Employee Engagement     |
| ▪ Results orientation     |

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

Version	Version 2	Date	14/04/2023
Document Owner	Tanvir Hynes		