

# Job Description: Programmes Facilitator

Function:	Justice Services
Position:	<b>Programmes Facilitator</b>
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Craig Purton – Programmes Manager
Additional reporting line to:	Lynsey Wright
Position location:	HMP Forest Bank

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

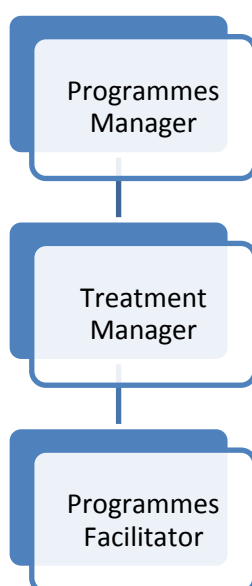
- To deliver an accredited programmes to residents in order to support lifestyle changes and rehabilitation

## 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 security is upheld
- Ensure confidentiality procedures are adhered to
- Ensure Ministry of justice guidelines are adhered to at all times

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

- To attend and successfully complete the accredited Facilitator training prior to programme delivery.
- To gain a sound knowledge and understanding of the programme ethos and content.
- To have the ability to effectively explain the underlying principles, aims and objectives of the programme to other staff and course participants.
- To deliver the programme as prescribed in the programme manual, as well as support and guide participants in achieving learning points and completing the programme.
- To manage the group in such a way as to enable all the participants to learn.
- To carry out the assessment of potential participants, identifying suitability for engagement in the programme.
- To act as a Key Worker to a maximum of four participants per course and provide regular key-work sessions a minimum of one per week during the course.
- To review the participant's progress against objectives listed in their care plan.
- To keep a record of the sessions they have delivered.
- To complete session plans prior to session delivery.
- To evaluate session delivery by completing debrief notes.
- To write the Treatment Progress Reports.
- To participate in the Post-Course Review Meetings.
- To prepare for, attend and participate constructively in supervision, as agreed with the Treatment Manager.
- To be responsible for ongoing personal and professional development

**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 deliver the programme to offenders as prescribed in the programme manual, as well as support and guide participants in achieving learning points and completing the programme.
- To carry out the assessment of potential participants, identifying suitability for engagement in the programme.
- To act as a Key Worker to a maximum of four participants per course and provide regular key-work sessions a minimum of one per week during the course.to help promote that change is possible

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

- 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 the substance misuse field and a passion to promote and encourage change

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

• Growth, Client & Customer Satisfaction / Quality of Services provided	• Leadership & People Management
• Rigorous management of results	• Innovation and Change
• Brand Notoriety	•
• Commercial Awareness	•
• Employee Engagement	•
• Learning & Development	•

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

Version		Date	
Document Owner	Craig Purton		