

Job Description: Resettlement Manager



Function:	Accredited Programmes Department
Position:	Programmes Co-Ordinator J1 (Resettlement Manager)
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	Head of Interventions
Additional reporting line to:	Head of OMU
Position location:	Office Location.

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

Accredited programmes make a difference. They contribute significantly to the assessment, reduction and management of risk. They contribute to the successful management of an offender through their sentence and provide valuable information for decision makers contemplating their progression.

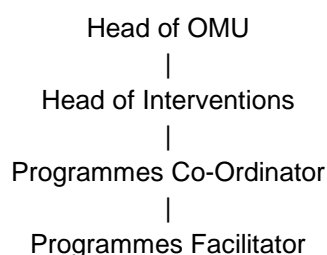
This can only be done by delivering the right programme to the right person at the right time and in the right way. The purpose of having a Resettlement Manager in programmes is to have representation from a professional who has an understanding of the Offender Management Process and to ensure there is communication at a senior management level about offender management processes which impact or influence the effectiveness of programmes. This is so that any problems in relation to offender management can be solved without recourse to several layers of management.

The second reason is to ensure that participation in programmes is followed up and integrated into the overall sentence planning process. Resettlement Managers also have a key role to play in promoting links between programmes and the wider resettlement services on offer in terms of accessing and sequencing such services. Resettlement is the work that enables the offender to implement their learning in prison and after release to reduce the risk of re-offending and of causing serious harm.

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.

The principal duties associated with the work of the Resettlement Manager are as follows:

- Involvement in the organisation of post programme reviews
- Chair post programme reviews and ensure that all administrative tasks relevant to the review are completed.
- To ensure where cases fall under MAPPA guidelines, that relevant information from the programme and the review forms part of MAPPA discussions in prison and the community e.g. included in the minutes of MAPPA meetings and if appropriate licence conditions.

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

- To attend all training in relation to the role
- Line Management responsibilities
- Conduct 1:1 interviews as required
- Chair all post programme reviews
- Attend supervision sessions
- Attend all Accredited Intervention Management meetings
- Promote a positive therapeutic environment
- Be a positive role model
- Ensure that all aspects of Equality & Inclusion are adhered to
- Be the link between Probation and Community Resettlement contracts

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 re offending
- To promote resettlement
- To achieve compliance with the audit criteria

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 ISMG/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.
- Have experience of working with the National Probation service

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	
Document Owner			

10. Employee Approval – To be completed by employee

Employee Name		Date	09/10/15
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