



## JOB DESCRIPTION

Job Ref.:

<b>Job Title:</b>	<u>Programme Facilitator</u>		
<b>Grade:</b>	<u>PSO, PO (Band 3)</u>	<b>Review Date:</b>	<u>November 2019</u>
<b>Location:</b>	<u>Various</u>	<b>Hours:</b>	<u></u>
Travel across Norfolk & Suffolk will be required			
<b>Responsible to:</b>	<u>Programme Manager</u>	<b>Department:</b>	<u>Interventions</u>
<b>Responsible for:</b>	<b>People:</b>	<u>N/A</u>	
	<b>Budget:</b>	<u>N/A</u>	
	<b>Physical Resources:</b>	<u>N/A</u>	

### Key Relationships/Functional Links:

#### Liaises with:

- Case Administrators and other staff regarding participants' attendance and behaviour
- Staff, sentencers and other agencies to promote the programme(s)

### Overall Purpose:

To deliver specific accredited programmes targeted to medium & high risk service users including sex offenders, racially motivated offenders and those convicted of domestic abuse

### Main Responsibilities:

1. To contribute to the assessment of offenders in relation to their suitability for the programme
2. To assess service users progress through the programme, including preparation of post programme reports
3. To contribute to the assessment and management of risk, and to respond to risk issues that may arise during the term of the Programme
4. In conjunction with other programme staff, to plan, deliver and evaluate accredited programmes in accordance with programme manuals

5. Where relevant, to undertake required counselling sessions as identified in programme manual
6. To work collaboratively with other team members in order to support each other and to ensure that programmes are delivered to the required standards

**General responsibilities**

1. To undertake training as required
2. To engage in regular supervision and appraisal/performance development review with line manager
3. To adhere to NSCRC policies and procedures
4. To participate in team meetings

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post-holders are expected to undertake their duties and responsibilities commensurate with the nature, level and scope of this post and the grade has been established on this basis.

**Budget:**

Whilst this post does not require the Job holder to take personal responsibility for a budget, all NSCRC employees are required to be aware of the need to control expenditure and provide a cost effective service in all that we do.

**Job Evaluation**

This job description has been compiled to allow the job to be evaluated using the Probation Service scheme. Any significant changes in this job description will be discussed with the post-holder in the first instance and may result in the post being re-evaluated under the scheme.

**Equal Opportunities**

The post-holder is required to carry out the duties outlined in this job description in accordance with the CRC Equal Opportunity Policies. The Norfolk & Suffolk Community Rehabilitation Company Limited is committed to equality of opportunity and the promotion of diversity in the delivery of its services and employment practices. It is the responsibility of every Employee to treat every individual we come into contact with through our work with dignity and respect and to work towards eliminating any unlawful or other improper discrimination.

**Health & Safety**

The post-holder is required to carry out the duties outlined in this job description in accordance with National and Company Health & Safety Policies and Legislation. It is the duty of every employee whilst at work to take reasonable care for the Health and Safety of themselves and other persons who may be affected by their acts or omissions. Any concerns should be raised immediately through line-management structures and the Job-holder is expected to contribute to any risk assessment.

**Confidentiality & Professionalism**

It is the duty of every employee to maintain confidentiality and professionalism with all aspects of their work; acting in accordance with the values and objectives of the Probation Service.