



JOB DESCRIPTION

Job Ref.:

Job Title: Programme Facilitator

Grade: PSO (Band 3) **Review:**

Location: Various **Hours:**

Travel across Norfolk & Suffolk will be required. In order to respond to service user employment or carer responsibilities there is a requirement that this post holder will work evenings and/ or weekends. Additional unsocial hours payments will be made in these circumstances.

Responsible to: Manager Interventions **Department:** Interventions

Responsible for: **People:** N/A

Budget: N/A

Physical: N/A

Key Relationships/Functional Links:

Liaises with:

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

Overall Purpose:

To deliver accredited and non accredited programmes to offenders

Main Responsibilities:

1. To contribute to the assessment of offenders in relation to their suitability for the programme
2. To assess offenders' 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. 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 Company 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 Norfolk & Suffolk Community Rehabilitation Company Ltd employees are required to be aware of the need to control expenditure and provide a cost effective service in all that we do.

The post holder may be required to handle limited amounts of cash for purchase of sundry items including reimbursement of offenders' travel expenses

Job Evaluation

This job description has been compiled to allow the job to be evaluated using the Sodexo Justice 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 Trust Equal Opportunity Policies. The Norfolk & Suffolk Community Rehabilitation Company 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 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 Norfolk and Suffolk CRC.