

## Job Description

JOB TITLE: **Programme Facilitator**

RESPONSIBLE TO: **Local Treatment Manager**

PURPOSE OF JOB: **This post is in the Programme Delivery Unit. This unit delivers NOMS Accredited Programmes as follows: Thinking Skills Programme (TSP), Building Better Relationships (BBR), RESOLVE (Anger Management) any other programmes determined by BeNCH CRC. Most work undertaken in this unit is with groups of offenders, although 1 to 1 work is also necessary.**

**Full time Facilitators are required to deliver up to 5 group sessions per week (pro-rata for part-time staff). These 5 sessions may include up to 3 unsocial hour sessions in a week, (e.g. 3 evening sessions or 2 evenings and a Saturday). There may be times when it is necessary to deliver 2 group sessions in a day. The Post holder will be based in the Local Management Centre or Neighbourhood Centre and will be expected to travel across the BeNCH to deliver Programmes.**

BAND: **3**

DATE REVIEWED **February 2016**

REVIEWED BY: **Amanda Geraghty - Programmes Manager**

### General values

The following values are a general background to the specific duties and responsibilities:

- Working to reduce crime and the fear of crime
- Delivering the best possible quality service
- Working to combat discrimination and disadvantage; promoting equality
- Respecting the confidentiality of information
- Ensuring public accountability

### Main Responsibilities:

1. To work with colleagues in facilitating those programmes in which the post holder has been trained and recognised as competent, complying with the programme manual, concepts and values and avoiding both programme drift and over-rigid adherence, evidencing facilitation skills at a consistently competent level and scoring 3 or more in video monitoring assessments.

2. When co-facilitating group work programmes, to deliver a teaching style which matches the participants' learning styles, dealing with challenging behaviours, whilst modelling pro-social behaviour. To complete session plans and de-briefs
3. To record each programme session using the available video recording apparatus. Record all contacts on the BeNCH CRC case recording systems after service delivery, and undertake other clerical and administrative tasks as required, recording each session clearly, identifying exercises and materials used and how programme integrity was monitored e.g. process checklist, video, independent observer etc.
4. To promote community, victim and staff safety by adhering to risk of harm management policies, reporting incidents to management or police as appropriate, liaising as appropriate with partner agencies, and contributing where required to risk management meetings and enforcement processes.
5. To undertake initial assessments (including psychometric tests) of Service Users referred to programmes as appropriate, contribute to mid-programme reviews as appropriate, undertake post-programme psychometric tests, and provide post-programme reports on all Service Users, attending three-way meetings with offender managers, and in all contacts with cases, reinforcing motivation to participate, change and learn from individual and/or group work programmes. These tasks to be completed within the timeframes specified by audit and specification requirements
6. To liaise with offender managers and other agencies over attendance, participation and any issues which arise from offender report during programme sessions, managing attendance on programmes and enforcing in line with local standards.
7. To comply and support internal and external audit. To participate fully in supervision and the treatment manager process.
8. To deliver interventions and services which support income generation and to actively market programme interventions both internally and externally.
9. To work towards the Accredited Programme Performance Target of positive terminations

#### **General Responsibilities:**

1. To share responsibility for maintaining a working environment which has clear rules of attendance, conduct, language and participation which are enforced firmly, consistently and equitably, constructively challenging anti-social behaviour and attitudes including racism, sexism, homophobia or other protected factors.
2. To contribute to the planning of the post holder's own development needs including attending such training courses from time to time as are deemed appropriate and necessary.

The post holder will at all times

- Undertake such other duties which may appropriately be delegated by the organisation
- Attend courses, working parties etc, where necessary, to facilitate personal development and greater effectiveness within the post
- Carry out his/her duties with regard to the organisation's policy on Equal Opportunities
- Use IT equipment and software as required
- Ensure that the Health & Safety standards required by the organisation are met in the workplace

### Key Performance Indicators (KPIs)

- Positive feedback in supervision and evidence that developmental recommendations are accepted and applied
- An average video monitoring score of 3 or above
- Evidence of effective liason with Offender Managers and partnership agencies
- Completion of tasks within audit timescales
- Attendance at relevant training events

## Person Specification

		Essential	Desirable	Tested by:
	Have good oral and written communication skills			
	Have knowledge and understanding of the Criminal Justice System and the place of BeNCH CRC within it.			
	Demonstrate a commitment to working with Service Users and not condoning unacceptable behaviour.			
	Have good organisational skills, to be able to plan, problem solve and work flexibly.			
	Demonstrate commitment to working with staff from other agencies, especially partnerships.			
	Demonstrate a confident approach, but also be prepared to accept and learn from the views of others and accept feedback. Be able to work as a team.			
	Have experience of working with computers, have competent keyboard skills and a willingness to use the BeNCH case record system.			
	Have a Full (current)			

	UK/International car driving licence and access to a suitable vehicle to enable BeNCH wide travel or access to comparable support to enable BeNCH wide travel			
	Knowledge and understanding of diversity issues to implement anti-discriminatory practices.			
	To have some understanding of risk management.			