Through the Gate Administrator Role & Task List

In addition to the Case Administrators job description there are specific tasks for the Through the Gate Administrator. One important factor is that the post holder must possess an excellent knowledge of Excel and the functions available to perform good quality performance data reporting. It will provide the opportunity to assist in the implementation and design of this enhanced service by assisting in the development of strong administrative systems to assist in providing excellent service delivery to key stakeholders. Some specific tasks are: -

- Signposting to other services within the prison and to community based operational partners, as directed.

- Recording & monitoring referrals to other services.

- KPI recording in line with contract management requirements, including supporting management information & analysis, reviewing & monitoring volumes & variance reporting.

- To ensure that all performance data is provided to the CRC Partnership Team by the 5th working day of each month for the previous month.

- Assist the Through the Gate Team Manager in allocating cases to the Resettlement Officers.

- Monitor the timeliness of completed plans, reporting any potential issues to the Through the Gate Manager.

- Work with the Prison staff in arranging resettlement boards.

- Liaise with community Responsible Officers & Resettlement Officers, as appropriate to complete the paperwork for Resettlement Boards.

- Be the single point of contact for all prison pathways for them to provide progress reports on prisoners ensuring this is provided in a timely manner.