

JOB DESCRIPTION

JOB TITLE	Probation Service Officer
JOB GRADE	Band 3
RESPONSIBLE TO	Team Manager
RESPONSIBLE FOR	No line management responsibilities
HOURS OF WORK	148 hours per 4 week period
JOB PURPOSE	Deliver ETE interventions to offenders for the purposes of enhancing their employability & reducing their likelihood of reoffending.

KEY TASKS:-

1. Work closely with Offender Managers to
 - generate appropriate referrals
 - ensure risk assessment information is shared, particularly relating to any restrictions which may impact on employment or training placements
 - provide feedback on offender attendance and progress.
2. Carry out an initial ETE assessment and agree an action plan with individual offenders.
3. Undertake regular reviews and systematically record key information in the required format, including the use of nDelius
4. Maintain contact with offenders throughout their journey to sustained employment through motivation, and by providing support and guidance
5. Provide a single point of contact for individual offender managers, prison staff, sub contractors and external agencies.
6. Deliver employability related training to individuals and groups.
7. Liaise with and refer to appropriate agencies and learning programmes.
8. Provide in reach support to NW resettlement prisons.
9. Where necessary, refer to and monitor any additional mentoring support.
10. Collect evidence of attendance, achievement and progression as required.
11. Work in partnership with JCP+ and other agencies to develop employment opportunities for offenders.

12. Liaise with employers and employment brokers.
13. Observe agreed protocols on communication and the sharing and security of information.
14. Maintain accurate and timely records and generate statistics which comply with the requirements of CL-CRC.
15. To contribute to CL-CRC targets by successful achievement of individual targets.
16. To work closely as a member of a team, attending team meetings and representing the team at appropriate meetings.
17. To participate in appropriate staff development activities.
18. To promote and value equality of opportunity and diversity.
19. To work flexibly in accordance with the organisation's policies and procedures.
20. To carry out any additional duties as required appropriate to the current Job Description and in line with the organisation's needs and development.
21. Demonstrate pro-social modelling skills by consistently praising pro-social behaviour and attitudes, challenging anti-social behaviour and attitudes, and behaving as Cumbria & Lancashire CRC would like to see the offender behave.
22. Contribute to and promote the health, safety and security of all staff and service users in the working environment.
23. Implement the Company's policy and procedures on Information Security (*including Data Protection*) as required.
24. Promote anti-discriminatory practice and diversity in all areas of work in line with Cumbria & Lancashire's CRC policies.
25. Comply with Cumbria & Lancashire's CRC instructions, guidelines and policies.

PERSON SPECIFICATION

Job Title:	Probation Service Officer	Team:	Offender Management
Grade:	Band 3	Date:	June 2014

Criteria	Essential / Desirable (E/D)	Identified by
<u>Qualifications</u>		
1. Evidence of secondary level education including GCSE English & Maths grade A -C (or equivalent qualification)	E	Application Form
2. NVQ Community Justice - Level 3.	D	Application Form
3. NVQ 3 Certificate in Advice and Guidance	D	Application Form
<u>Knowledge/Experience</u>		
1. Experience of working with a variety of people who have experienced a range of social / personal difficulties.	E	Application Form / Assessment
2. Understanding of the principles of equal opportunities and diversity in the workplace.	E	Application Form / Assessment
3. Experience of working with groups of individuals in order motivate and change behaviour.	D	Application Form / Assessment
4. Experience of running cognitive behavioural programmes or other structured group work.	D	Application Form / Assessment
5. Knowledge and understanding of the Criminal Justice System and Offender Management	D	Assessment
6. Knowledge of issues around social exclusion and disadvantages	D	Application Form / Assessment

