



## Sussex Prisoners' Families

**Community Outreach Worker – between SCP 7-10 £24,294-£25,545**

**0.4 Pro-rata between £9,717-£10,218, 15hrs p/w, 60hrs a month**

**6 month contract**

This is an exciting opportunity which requires a high level of initiative and drive, reaching out to engage and support prisoners' families and other professionals across a wide geographic area. We are looking for an individual to join our small, dedicated and energetic team who will bring experience of working with children, young people and families. You will be joining Sussex Prisoners' Families at a special time as we seek to grow our services, and design new ways of working with and alongside families affected by imprisonment. You will be instrumental in creating a model of working with prisoners' families in Sussex and we welcome applicants who have ideas, imagination and creativity.

### **Location:**

**Across East and West Sussex** you may be required work in nearby locations across the county line.

We work closely as a team, so you may be required to support colleagues or deliver services in other areas.

**Place of Work:** This will be varied and will include travel across the county so clean driving licence and car owner/access to car and business car insurance is required (at own cost). Expenses will be paid according to SPF Travel Policy and SPF staff handbook.

The post holder will be based at our office in Brighton and can also work from home. Sussex Prisoners' Families supports flexible working which can be negotiated but within a working week Monday-Friday 9-5pm

**What is the role and its purpose?** This is a demanding role requiring the ability to work independently, but with mentoring from your line manager and reflective practice across your team. You will develop and deliver innovative family support in the community, engaging children, families and prisoners with compassion, putting families at the heart of our service and enabling them to access support and early help within their local community.

The role is varied and will focus on the following activities:

- You will undertake regular training in safeguarding, GDPR and mentoring and group training from your surrounding team
- You will deliver community and telephone one to one advice and support to prisoners' families
- You will work to support the casework and your line manager on "resettlement project" settling families back together after a prison sentence
- Setting up and managing support groups in relevant areas
- You will adhere to SPF policies on safeguarding, lone working, risk and other policies
- You will manage and deliver families at SPF 'Families Together' activities and in local community settings.
- To reach prisoners families, you will be comfortable in networking and building relationships with local community services including Criminal Justice Sector agencies, Education (Schools and Universities), Health, Local Authority teams and Community and Voluntary Sector organisations.
- You will raise awareness of the issues experienced by prisoners' families through presentations and workshops, building reciprocal referral pathways for families with local support services.
- You will understand and apply models of individual support, group work, resilience and trauma informed approaches and collaborative working.

- You will work closely with members of the team and our beneficiaries to organise, deliver and develop our service offer and how we provide family support.
- You will attend regular clinical supervision, 1-1's, managerial supervision, team meetings and relevant training, adhering to SPF's safeguarding children and safeguarding adults' policies and procedures.
- You will keep up to date with relevant research on supporting children and families and integrate into your work.
- You will organise and run effective monitoring and feedback systems and produce reports, always considering how we can improve our service.
- You will contribute weekly with your notes, quantitative and qualitative data on your families and activities to your line manager.
- We want you to be creative and find new ways of working, giving us new service ideas and how areas of work can be improved.

### **What skills and knowledge are we looking for?**

We are looking for someone who, as a reflective and creative practitioner who is willing to learn and to contribute to our service development. Combined with skills and expertise you already bring; we will provide training and support so you can fulfil this challenging role. We want you to be ambitious for families, the organisation and for yourself, and we will have high expectations of you.

### **Person Specification**

#### **Skills, Experience and Knowledge**

- Have experience of working with children, young people and families in traumatic circumstances
- To have an interest in, and understand the needs of, prisoners' families,
- Have a range of person-centred skills (for example counselling, solution focused approaches, motivational interviewing, trauma informed approaches etc).
- Understand and be able to work across a variety of different services and understand complex organisational environments.
- Excellent IT skills with the ability to use social media.
- An understanding of the criminal justice system.

#### **Your Personal Qualities**

- Able to communicate with a wide range of people.
- Friendly, approachable, professional and reliable.
- Non-judgemental and empathetic
- Have a creative approach to problem solving.
- To be able to self-manage and work independently and to work well with other team members.
- To work within personal and professional boundaries and in accordance with the organisation's policies and procedures, with safeguarding a priority.

Sussex Prisoners' Families is an organisation that is constantly growing and developing so this role may change over time. Consequently, this job description may not be comprehensive, and some specific duties may change in accordance with organisational needs.

#### **Terms and Conditions:**

- The role is for two days a week (15 hours) and may be extended depending upon funding. Occasional weekend working will be required, at additional pay
- Hours must be worked in office hrs – Monday-Friday 9-5.30pm
- Rate of pay: between **SCP 7-10 £24,294-£25,545, 0.4 Pro-rata £9,716-£10,218,**

- Reporting to Sarah Verlander, Outreach Services Manager
- Subject to review at 1-, 3- and 6-month review, when it will be decided to extend and dependent on funding.

**Benefits:**

- 28 days pro rata = 11.5 days
- All staff are entitled to join the company pension scheme requiring a 5% personal contribution and 3% employer's contribution.
- Access to free, wellbeing counselling and a 24hr confidential hotline
- Travel expenses and subsistence will be reimbursed according to the SPF Travel Policy.
- Yearly wellbeing day for all staff

**How to apply:** By application form only, please do not send a CV.

**The deadline for applying to this role is Wednesday 31st July 2024.**

For a role specification and application pack, please contact Sarah Verlander at [sarah@sussexprisonersfamilies.org.uk](mailto:sarah@sussexprisonersfamilies.org.uk)

**This post is subject to a 6-month probationary period, verification of identity and proven right to work in the UK, satisfactory references from previous employers covering a 3-year period, declaration of any unspent criminal convictions (and where appropriate a satisfactory risk assessment), Prison Vetting and a Disclosure and Barring Service enhanced check. Please note that being bankrupt or having County Court Judgements may affect your ability to be successfully vetted to work in a prison.**

*Sussex Prisoners' Families is a Charity, Registered office, Brighton Peace and Environment Centre, 39-41 Surrey Street, Brighton BN1 3PB*