

JOB DESCRIPTION

Job title	Criminal Justice Interventions Community Coach
Location	A Way Out
Salary	£27,300 per annum
Hours	Maternity Cover 35 hours a week.
Reports to	Head of Services - Horizon
Ethos of A Way Out	<p>A Way Out is a charity with a difference.</p> <p>We are an outreach and prevention charity working with the most vulnerable and excluded women, families and young people. We engage, empower, equip and enable to prevent further harm, exploitation and life limiting choices and behaviours.</p> <p>A Way Out is not a “three strikes and you are out” agency, but one that works patiently and tirelessly, with grace and mercy at the core, which motivates us to “go the extra mile”.</p> <p>A Way Out believes in meeting people where they are, building hope and trust, and empowering them towards recovery and ‘a way out’ of their difficulties</p>
Job Summary	<p>Women become involved in the Criminal Justice System for a complex range of reasons. In our gender specific services, we provide holistic support <i>to women by women</i>, to overcome challenges and address needs, enabling them to successfully move-on from services and live fulfilling, crime free flourishing lives. We will particularly support women who are specifically involved with the Criminal Justice System with overcoming issues around their:</p> <ul style="list-style-type: none"> • Court attendances • Personal Wellbeing • Accommodation • Finance, Benefits and Debts • Employment, Training and Education • Family and Significant Others • Lifestyle and Associates • Social Inclusion • Dependency and Recovery <p>We work closely with local community organisations to encourage women involved in the Criminal Justice System including those who may be serving Community Sentences, serving a custodial sentence, being released from Prison and those subject to Multi-agency Public Protection Arrangements (MAPPA) to access existing resources as well as working to build new opportunities. We support women to build upon their strengths and work through any barriers that are preventing</p>

	<p>them from progressing and achieving their potential.</p> <p>This is a unique opportunity and role where you really can make a difference to improve people's lives. We are seeking a dynamic, personable, highly motivated, creative and empathic individual to support the development of our group work interventions and delivery of Group-work. The successful candidate will be responsible for researching and reviewing available groupwork material and for developing new content. Additionally, the role involves delivering therapeutic group work, undertaking one-to-one sessions, community asset building and psycho-social interventions that support and enable women to make positive changes to their lifestyle.</p> <p>At A way Out we value a diverse workforce and are keen to recruit people of all ages and from all backgrounds, abilities and ethnicities. This role requires agile working which will include being office based, delivering within the community and with the possibility of some home working, therefore you will need to be able to work effectively independently, and as a team, under pressure to meet challenging deadlines.</p>
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Key administration responsibilities and duties:

- Regularly research and review existing materials and resources that can be used within the interventions offered by A Way Out to support the issues women involved in our criminal justice service experience.
- Identify gaps in materials/resources and develop materials/resources to fill these gaps.
- Work with women in the service to co-design interventions and to co-produce materials/resources to address needs.
- Assist Participants in identifying their own needs and supporting them to progress using a strength based and trauma informed approach to reduce the likelihood of further offending.
- Develop strong relationships with other organisations, bringing external partners and A Way Out's services to the hubs to deliver interventions and promote their resources.
- Help to develop colleagues' knowledge and understanding of the needs of women involved in the Criminal Justice system, and how to work in a trauma-informed way.
- Work with colleagues to develop and deliver group work programmes/sessions
- Work with colleagues from within the team to review and monitor individual's progress against agreed support plans.
- Provide cover for colleagues during periods of absences.
- Determine the nature and extent of treatment and support that is appropriate to develop social capital and rehabilitation for individuals.
- Promote the program using branded literature and materials throughout the community.
- Establish community focus and development approaches to ensure that all individuals accessing the service have effective sustainable support networks in place.
- Identify and support access to community resources to support a successful exit from the program.
- Build and develop participant's personal strengths, social networks and capital.
- Identify and build support systems and structures that are responsive to the needs of individuals with different levels of risk, complexity, severity, and strengths.
- Promote the service & maintain professional relationships with partners.
- Provide a range of flexible and effective psychosocial interventions.

- Keep accurate records, updated with specific deadlines, keep the National Probation Service informed of participants attendance, prepare reports and contribute to all information sharing forums.
- To work to the performance standards provided and requested by A Way Out, Ministry of Justice and National Probation Service.
- To ensure all Key Performance Indicators are met, and strict deadlines are adhered to.
- Work within accordance of all data protection requirements including UK GDPR and information sharing standards.
- Maintain in-depth and up-to-date knowledge of all A way Out's practices and policies.
- Actively participate in one-to-one meetings and any required training and development activities
- Comply with all legal and health and safety requirements.
- Ensure that risks associated with the delivery of services are effectively assessed and managed, specifically in relation to the protection and safeguarding of participants, families, staff, volunteers, contractors and the general public.
- Support the collection of any monitoring data/performance.
- All routine operational tasks, administrative systems and record keeping adhere to required standards.
- Ensure that the set requirements for the protection and safeguarding of vulnerable adults and children and all statutory guidelines are followed.
- Undertake any other duties that may be seen to fall into the job responsibilities, and/or the exigencies of the organisation.
- Present a professional image and embody the ethos of A Way Out at all times.

General terms of reference – In carrying out the above duties the post holder will

- Take responsibility for fulfilling job description.
- Participate in appraisal, training and supervision processes.
- Ensure the implementation of all A Way Out policies and procedures.
- Keep abreast of relevant developments, legislation changes and practices and share them with the team ensuring that organisational changes are aligned where appropriate.
- Work strictly within the guidelines of the organisation's Safeguarding, Confidentiality Policy, Health and Safety and Professional Boundaries at all times.
- Undertake other duties appropriate to the grade of the post.

Please note this post is exempt under section 7 (2) (e) and (f) of The Sex Discrimination Act 1975 and therefore open to female applicants only. The successful applicant will be subject to an enhanced DBS check.

This job description is not a definitive list of responsibilities but identifies key components of the role.