

**Job Title:** Revised June 2020 Family Interventions Coordinator

**Responsible to:** Children and Families Manager

**Location:** Based at HMP Hewell.

**Salary:** £31,980 (pro rata 30 hours )

► **Job Purpose:**

The post holder will support the Children and Families Manager by coordinating professional, supervised play for children visiting HMP Hewell and provide positive parenting experiences for offenders and their children, families and significant others through the facilitation of courses and partnership working.

HMP Hewell, Worcestershire YMCA and Big Lottery will work in partnership to create additional roles for Children and Families workers within the prison. These roles are designed to support the children of offenders, enabling visits to be a positive, happy and constructive experience. Offenders and their families have many emotional and behavioural needs and the role will provide a basis for improving and supporting relationships within the family and community.

**Organisation Context:**

Worcestershire YMCA is a Christian charity committed to supporting all young people, particularly in times of need. We are part of a worldwide Christian Movement, whose vision is to enable people to live, learn and share to build a brighter future in mind, body and spirit. We are a registered social landlord providing housing and supported services to young people and a range of community and other services at a variety of locations.

**Duties and Responsibilities:**

The post holder will be responsible for assisting to deliver the objectives of the Hewell Rainbow Project but also for helping to develop wider partnership support for the work with families both inside the prison system, with the YMCA and other interested groups and individuals.

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YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.



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## The main responsibilities are:

- To support the Children and Families Manager by deputising when necessary acting as Designated Safeguard Lead as necessary.
- Supervision of the play workers and play volunteers and assisting in the recruitment of play workers and volunteer, completing a monthly rota to be circulated to all staff.
- Assess the needs of offender's families, providing support/signpost to relevant agencies.
- Make all staff and volunteers aware of developments in the 'Children and Families' team encouraging them to share in the planning processes for children visiting prison and continuously developing innovative ways of learning through play in a prison setting.
- Ensure that all policies and procedures are implemented and co-ordinate the implementation of any new protocols and guidelines to the play staff. Ensuring the policies and procedures are up to date and adhered to.
- 5. Liaise with Children and Families Manager regarding Hidden Sentence training within the prison for staff and other agencies/school staff and develop within the local community.
- Assist in undertaking and collating user surveys to evaluate the project's work and implement the needs as identified by families and their children, monitoring outcomes for families and offenders.
- Ensure that all children's parents/carers are aware of the search procedures and behavioural expectations of the children when in the main visits halls/play areas.
- To play a significant part in the coordination/planning process of family events and to assist in Family Times across the sites.
- Ensure that all toys in play areas are appropriate and kept in a good state of repair, replacing as necessary and added to an up to date play equipment inventory
- Ensure all facilities used by children e.g. baby changing areas, are safe and equipped at all times.
- Ensure that all child-centred leaflets and referral forms are available throughout the prison and liaise with other agencies working to support children/families of prisoners in the absence of the Children and Families Manager.



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- Liaise with Children and Families Manager regarding Hidden Sentence training within the prison for staff and other agencies/school staff within the local community.
- Liaise with VRC Manager and Visits Senior Officers in relation to children visiting HMP Hewell.
- Plan and co- facilitate any parenting and pre visiting courses where necessary and supervise play areas when necessary, providing a positive role model to staff.
- Assess the needs of offender's families visiting, providing support and reporting concerns to Children and Families Manager.
- Provide reports and attend meetings as required.
- Follow prison policies and procedures and undertake necessary training.
- Meet with line manager at least once a month, reporting any concerns.
- Follow child protection requirements in relation to children visiting the prison and maintain any records as required.
- Ensure that all monitoring is undertaken in a timely way and completed accurately.

## **Person specification**

### **Qualifications**

- Must be NNEB / NVQ 3 Childcare and Education trained or similar/ PTTLs or equivalent

### **Experience**

- Previous experience in a similar role.
- Experience of children and family work in a prison or other custodial setting.
- Experience of motivating a team of play workers (or similar) in a stressful environment (in a paid or voluntary capacity).
- Good presentation skills.





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- Able to support the project work collaboratively with people in other projects both inside the prison system and with external partners.
- Strives for continuous improvement by seeking and sharing feedback appropriately and respectfully.
- Able to rise to the challenge of working in a custodial environment. Learning from their mistakes and always commits to performing at their best.
- Have good communicative skills and an ability to give a good first impression and form positive relationships with other co-workers within the prison.
- Be motivated, able to think laterally, perform with enthusiasm, integrity and have a positive attitude.
- Be adaptable to the prison structure and available to work at weekends as visits are held during weekdays and weekends.

### **Additional Information: Principal Terms and Conditions of Appointment**

- This is a permanent contract starting as soon as possible.
- Salary for this role is £23,985
- This is a part-time, position working 30 hours per week.
- Paid annual holiday entitlement is 5.6 weeks a year (pro rata based on 30 hours, increasing incrementally to a maximum of 1.0 additional week after 5 years.
- The post holder is expected to comply with all the YMCA's policies and procedures particularly it's Safeguarding Children and Vulnerable Adults Policy and Procedure and promote the YMCA's values. In addition the post holder will comply with the prison system's procedure for the protection of adults.
- The post holder will also have a full driving licence and access to a car.
- The post holder must join the DBS automatic renewal service.

December 2019 (reviewed and amended June 2020)

