

<b>Job Description</b>	
<b>Job Title</b>	Project Facilitator
<b>Salary Range/Grade</b>	J 12-21. £26,033-£30,361 per annum
<b>Job Location</b>	Feltham Young Offenders Institution
<b>Hours Per Week</b>	37
<b>Reports To</b>	Service Lead
<b>Responsible For</b>	N/A
<p><b>What positive impacts will this position have on children, young people and families?</b></p> <p>Our Boys2Men programme project improves lives and outcomes of young men involved in or on the cusp of criminality, including those currently imprisoned. This programme operates within Feltham Young Offenders Institution, empowering young men to navigate the transition from childhood to adulthood. It explores the impact of positive and negative role models, both within families and peer groups (including gangs), on their development. It challenges young men to reflect on how their behaviour impacts their lives and the lives of others, offering a supportive space for personal growth and meaningful change.</p>	
<b>General Description</b>	
<b>Task</b>	
<ul style="list-style-type: none"> <li>• To deliver the Boys2Men programme project to a high standard to young men within Feltham Young Offenders Institution, ensuring the programme meets their specific needs in a custodial setting.</li> <li>• Promote self-awareness, confidence and participation among young men, facilitating exploration of their values and beliefs, and supporting them in evaluating the programmes impact on their lives.</li> <li>• Work closely with young men and their families to identify priorities, support needs, interventions and goals, using assessments and monitoring tools to create and implement shared support plans/contracts.</li> <li>• Manage an individual caseload and provide additional support to imprisoned young men as needed.</li> <li>• Facilitate group sessions in the prison environment, working closely with fellow facilitators to ensure effective delivery of the service across the facility.</li> <li>• Communicate and negotiate professionally with young men, colleagues, and multi-agency partners, contributing to the efficient operation of the programme.</li> <li>• To work alongside prison staff and external agencies to ensure multi-disciplinary workflows align with the programmes objectives and the needs of the young men.</li> <li>• Uphold safeguarding and child protection policies and procedures (Spurgeons and relevant Local Safeguarding Children Board), ensuring the welfare of children and young people within a custodial context.</li> </ul>	

<ul style="list-style-type: none"> <li>• Remain vigilant regarding health and safety and fire safety policies, particularly those applicable to the prison environment.</li> </ul>
<ul style="list-style-type: none"> <li>• Use various approaches and skills to effectively engage with children and young people and their families, adapting methods to suit the challenges of working in a custodial setting.</li> </ul>
<ul style="list-style-type: none"> <li>• Utilise IT software including Microsoft Word, Excel, and web-based systems to produce documents and maintain accurate case records.</li> </ul>
<ul style="list-style-type: none"> <li>• Support your own professional development through supervision, appraisals, and participation in training, continuously improving your ability to deliver the programme effectively.</li> </ul>
<ul style="list-style-type: none"> <li>• Contribute to the creation of presentations and deliver them in community settings such as schools, children and family centres, youth clubs and community centres.</li> </ul>

<p><b>What you will have achieved by month 3</b></p>	<ul style="list-style-type: none"> <li>• Completed induction, mandatory and required training and have worked with colleagues to become confident in the understanding of the programme and its delivery</li> <li>• Have read and understood organisational policies</li> <li>• Made progress in visiting schools within the geographical area</li> <li>• Building understanding of the community</li> <li>• Building relationships with external partners</li> </ul>
<p><b>What you will have achieved by month 6</b></p>	<ul style="list-style-type: none"> <li>• Successfully completed probation</li> <li>• Integrated into the multi-disciplinary team</li> <li>• Confident in the delivery of most aspects of the programme</li> <li>• Confident in using recording systems</li> <li>• Confidently contributing to team meetings and service objectives and outcomes</li> <li>• Holding a full manageable caseload</li> </ul>
<p><b>What you will have achieved by month 12</b></p>	<ul style="list-style-type: none"> <li>• Attending multi agency meetings</li> <li>• Confidently setting up of groups</li> <li>• Working independently</li> <li>• Demonstrating good impact and outcomes of the programme by way of programme evaluation</li> <li>• Effectively collating, monitoring and investigating data to determine trends</li> <li>• To be confidently contributing to the overall business strategy of the programme</li> </ul>

Type	Description	Essential/ Desirable
<b>Qualification(s)</b>	<ul style="list-style-type: none"> <li>NVQ 3 or equivalent in Youth Work, Youth Justice, Family Support &amp; Community Work or experienced in these areas</li> </ul>	<b>D</b>
<b>Professional Registration</b>	N/A	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>A working knowledge and demonstrable understanding of The Children Acts of 1989 and 2004 and United Nations Convention on the Rights of the Child</li> <li>Child protection and safeguarding issues, including Safeguarding and Child Protection policies, procedures and systems</li> <li>Understanding the unique challenges faced by imprisoned young men and the impact of imprisonment on their families.</li> <li>Knowledge of Child Development and the impact on children from issues such as domestic violence, substance misuse and parental mental health</li> <li>The Data Protection act in relation to working with Children families and multi-agency working.</li> <li>Equal opportunity and diversity in assessing and responding to the needs of children and families</li> </ul>	<p><b>E</b></p> <p><b>E</b></p> <p><b>D</b></p> <p><b>E</b></p> <p><b>D</b></p> <p><b>D</b></p>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Excellent interpersonal and communication skills – effective in a variety of settings and range of people</li> <li>Effective persuading, communicating and interpersonal skills to gain commitment, confidence, and compliance.</li> <li>Ability to navigate and work effectively within the procedures and protocols of a prison environment, collaborating with prison staff and external partners.</li> <li>Ability to engage and build trust with individuals in a custodial environment.</li> <li>Responsive to direction and challenge.</li> <li>Proficient IT skills, Word, Excel, PowerPoint, Outlook, Teams, case recording systems</li> <li>Organisational and time management skills</li> </ul>	<p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></p>

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of delivering 1-2-1 and group sessions within a custodial or high-risk environment</li> <li>• Experience of working with children, young people and young adults</li> <li>• Experience of working within and to safeguarding policies and procedures</li> <li>• Experience of working with children or young people at risk</li> <li>• An understanding of the needs of families affected by imprisonment and the impact of custody on children</li> </ul>	<p style="text-align: center;">E E E D D</p>
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>• This role requires frequent travel within the district therefore a valid driver's licence and access to a car would be desirable</li> </ul>	<p style="text-align: center;">D</p>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Adaptable</li> <li>• Approachable</li> <li>• Committed</li> <li>• Confident</li> <li>• Dependable</li> <li>• Driven</li> <li>• Dynamic</li> <li>• Empathetic</li> <li>• Good listener</li> <li>• Organised</li> <li>• Persuasive</li> <li>• Proactive</li> <li>• Quality driven</li> <li>• Self-motivated</li> <li>• Team player</li> </ul>	<p style="text-align: center;">E E E E E E E E E E E E E E E</p>

## What We Expect From You

### Our Values:

Everything we do is driven by our values which define who we are and how we work together to support children, young people and families. Our values are at the core of everything we do.



### Our Behaviours:

We have certain expectations of your interactions with our colleagues, our partners, children and the general public. We would expect that you exhibit these behaviours as an employee of Spurgeons.

- Put children and young people first in everything we do
- Respect and value every individual
- Listen to understand without judging
- Be open and honest with kindness
- Persevere to be our absolute best and do what we say we will do
- Bring out the best in each other as we work together for the right result

### Safer Recruitment & Employment Policy:

As part of Spurgeons Safer Recruitment & Employment Policy, any appointment to this role will be subject to the completion of a DBS application and obtaining satisfactory references.

### Equal Opportunities For All:

We actively encourage applications from a broad and deep range of backgrounds and experiences. We are a Disability Confident Employer.

