



## Job Description

Job Title	Deputy IAP Manager
Workplace	Box Tree Cottage
Hours	<p>40 hours per week</p> <p>Some of which will be unsociable</p> <p>The post may include some travel and overnight stops can be expected</p> <p>The post may require you to work from a different location from time to time.</p> <p>To play a full part in the on call rota</p>
Accountable to	IAP Manager
Direct reports	IAP staff

Job Purpose	<p>To support the manager to lead a dynamic IAP in line with our Christian mission and values to meet contractual requirements and specifications.</p> <p>To lead and encourage staff, clients and stakeholders to provide positive outcomes for people to reach their potential</p>
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### Key Responsibilities *(This list is not exhaustive but is indicative of your main areas of work)*

1. Supervising staff - giving Christian pastoral support to staff, outworking and role modelling of Christian values and ethos including one value 'being Christ-like'. As a manager putting their belief in Christ in action as a Christian leader.
2. To role model faith within the workplace to other staff members.
3. As a manager: to engage with Christian faith based aspects of the Trust's daily and weekly life such as leading prayers, devotions and worship.
4. To represent the Trust at faith based events and to lead worship, devotionals and give talks in this context to further develop the supporter base both locally and nationally.
5. Management: To lead in the assessment and management of risk including the operation of physical and situational security measures to control the level of risk posed to the public, staff and other clients and to liaise with other stakeholders as appropriate.

6. Managing Challenging Behaviour: To maintain a clear and calm manner whilst managing client risk through assessment, planning, client knowledge and de-escalation as required.
7. Referrals: To assist in the management of the referrals within the Service to identify conflict within the cohort and also to identify the needs and Risk posed by the residents. by working with the Approved Premises Central Referrals Unit and the use of the Central Referral Portal to manage allocated residents
8. To maintain and develop a Christ-centred culture, values and reputation and to demonstrate Christian leadership. The post holder must be a Christ-centred individual who is able to put their belief in Christ into action as a leader and supervisor of staff to support our Christian ethos.
9. Leading devotionals, prayer and worship at internal events
10. Contributing to a Christian ethos of being Christ-like Trust wide
11. Statutory Agencies: To support statutory agencies in the monitoring of risk and other support/care or training factors and to write reports for the courts and others as requested in line with the Trust Confidentiality and MoJ Policy.
12. To engage with Christian faith based communities to secure support including financial and prayer support for the work of the Trust. (Most of the Trust's individual donor's are Christians and would expect the material to have a christian content and devotional material within it)
13. Cover: To assist in the management of a fair and equitable rota which ensures that adequate cover is maintained at all times and to play a full part in the project rota. This includes covering additional shifts when necessary and being on the management on call rota which also includes recalling residents to custody which can be a lengthy process requiring management oversight.
14. Probation NDelius system: To use the probation software systems including NDelius to record resident behaviour and interactions. It is expected that you would use Equip to maintain up to date knowledge and understanding of MoJ Policy and Procedures.
15. Communication: To ensure that all staff are fully briefed at handover meetings at the beginning and end of every shift and that the daily log book is maintained.
16. Medication: To manage all medication within the service in line with both Trust policy and procedures and the MoJ Medication Policy (including administration of Naloxone).
17. Participation: To ensure that residents are able to participate as fully as possible in the life of the service and to manage regular client meetings and facilitate the Client Inclusion and Training representatives so that they are equipped to reflect the views of other clients at meetings and to manage complaints and seek resolutions.
18. Staff Management: To assist Staff so that they spend sufficient time with clients to help enable them to achieve the aims of their plan and to line manage staff as directed

by your line manager and to provide staff and clients with relevant advice, support and training.

19. Supervise Clients: To supervise and monitor the behaviour of clients and to ensure that clients comply with any statutory order, tenancy or house rules and to report deviations to your line manager. To take an active role in managing incoming residents and liaising with prisons to allow a smooth transition from custody to the community and to help residents manage and understand their restrictions.
20. Team Meetings: To take an active part in team meetings, ensuring that the team is fully briefed in relation to risk factors, changes in client behaviour and de-briefed following any incident.
21. Recruitment: To assist in maintaining agreed staffing levels by recruiting high quality staff in conjunction with your line manager and the HR Team.
22. Recruiting Christian Staff.
23. Emergency First Aid: Apply Emergency First Aid response to clients and any other person in the building/grounds.
24. To deputise for the IAP Manager at MAPPAs meetings, AP meetings with other AP's and regular contract monitoring meetings.
25. To manage high risk offenders including MAPPAs Level 3 Cases
26. To effectively and efficiently use systems within Probation and Langley Trust including elementsuite and access care.
27. To promote a culture of quality, economy, efficiency and effectiveness.
28. Supervision: to ensure staff receive regular supervision and annual appraisals including ensuring their pastoral needs are being met where appropriate. The post holder must be a Christ-centred individual who is able to put their belief in Christ into action as a leader and supervisor of staff.
29. Ensuring staff's pastoral needs are being met

## Competencies

Please refer to the **Competency Framework**, which shares the competencies which are applicable for all **Staff Members**. These are based on our values and give us all a shared understanding of what we expect from one another.

Please note that the competencies are cumulative which means:

The competencies applicable to managers include "staff member" and "manager"  
The competencies applicable to directors include "staff member", "manager" and "director"

### Right / Right to Vary Job Description

- This Job Description will be reviewed regularly as part of the Performance Appraisal process and may be subject to other variance. If you feel that any amendments might constitute a material change in the level of your responsibilities, you can apply to your line manager to have the grading of the role re-evaluated.
- In order for you to fulfil the requirements of the post you may be required to undertake training leading to recognised qualifications from time to time.
- You may be required to undertake other tasks that are assigned to you that the Trust might reasonably expect to be within your competence and grade.

### Acceptance

Name	Signature	Date
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## Person Specification

Job Title	Deputy IAP Manager
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Selection Criteria	Essential	Desirable	Assessment
Beliefs	A practicing and professing Christian, able to interpret the Christian Mission of the Trust to a contemporary society.		Application form / Interview
Knowledge & Qualifications	<p>A level 4/5 qualification deemed relevant to the post in Criminal Justice or other relevant professional qualification</p> <p>Familiar with word-processing, spreadsheets, email and allied computer skills</p> <p>To undertake and update all Group mandatory training requirements for the role.</p> <p>Good understanding of the issues affecting ex-offenders / substance misusers</p>		Application form / Interview
Skills	<p>Able to work within a set budget</p> <p>Demonstrable experience of working in supported housing, prison or criminal justice setting</p> <p>Able to bring leadership, enthusiasm and creativity to the development of the Project</p>	<p>Experience of managing behaviours that challenge</p> <p>Management experience, preferably in a related field</p> <p>Supervision of staff, including staff training and development</p> <p>Networking in a multi-agency environment</p>	Application form / Interview

	<p>Relates well to people of any background</p> <p>Able to work in a challenging and demanding environment</p> <p>Good listening and speaking skills</p> <p>Able to deal discreetly with delicate matters, fully supportive of equal opportunities for all</p> <p>Good understanding of health and safety issues and procedures</p> <p>Willingness to keep up to date with knowledge of clients and to learn techniques to manage behaviours that challenge</p> <p>Motivated to help others from disadvantaged groups</p> <p>Team player</p> <p>Flexible attitude to rapid changes in task</p> <p>Able to work unsocial hours including weekends and public holidays</p> <p>Has initiative and is self-motivated</p> <p>Reliable and able to manage own workload</p>	<p>Knowledge of accommodation management issues, funding, staffing and administration</p> <p>Able to contribute to the wider organisational goals and aims by participation in training courses and working parties</p> <p>Understanding of work in an 'outcomes' environment.</p>	
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Other	Willing to undertake a Disclosure and Barring Service (DBS) police check which must be satisfactory to the Trust  Prison clearance		Application form / Interview
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