

Job Specification

Job title: OFFENDER OUTREACH WORKER

Hours: Full time (35 hours per week)

Salary: £30,110 per annum (C1)

Location: HMP & YOI Foston Hall – female (Midlands Hub)

Start date: As soon as possible upon completion of security clearance

About the role

To be responsible for the development and delivery of The Message Trust's activities within one of the region's prisons or YOIs in the East Midlands. You would be responsible for coordinating projects and events, running outreach courses such as Alpha, discipleship groups, structured detached youth work, overseeing volunteers and establishing ongoing positive relationships with young offenders and adults.

Main duties and responsibilities

- To establish a good working relationship with the Prison Chaplaincy Team, Head of Learning and Skills, Head of Resettlement and other Prison staff.
- To set up and run outreach and discipleship groups working in liaison with the Prison Chaplaincy.
- To coordinate the delivery of outreach projects and events within the establishment.
- To develop and deliver faith based, character building courses that have been developed to help women overcome destructive behaviour.
- To collate, create and commission digital outreach content, and upload to the prisoner "In-Cell Technology" system, and share this with other outreach workers.
- To supervise local volunteers in the delivery of The Message's activities; maintaining a commitment to their development, training needs and safety.
- To work alongside other voluntary agencies, probation and youth offending services and coordinate the resettlement of ex-offenders into a suitable local church, through local volunteer mentors and other referrals.
- To consider and make referrals where necessary to other projects or organisations including the Message's enterprise projects, assisting ex-offenders to gain employment, volunteering and, where necessary, housing upon release.
- To establish and cultivate relationships with young offenders and other prisoners as a positive role model ensuring a professional, approachable and mature attitude at all times.
- To network with other prison ministries and projects, locally.
- To ensure all activities are run in accordance with the aims of The Message Trust.
- To oversee the development of The Message Trust's activities within the establishment. This will involve proactively evaluating the project and the overall effectiveness of its delivery with a view to operational adjustments where necessary.
- To compile and maintain regular records of work completed using The Message in Prisons tracking systems.
- To work as a full member of the Message's staff team, attending all meetings, training and events as directed by your line manager, in cooperation with the Head of UK Prison Ministry.

- To meet regularly with your line manager and the Head of UK Prison Ministry and engage with other support offered to ensure accountability and pastoral needs are met.
- To be committed to continue professional development in areas related to the post and in consultation with your manager.
- Identify potential funding sources and actively seek contributions to the ministry from friends, family members and your local church.
- Be aware of, and understand (and use where necessary) the organisation's database, "Raiser's Edge".
- Be aware of, and understand (and use where necessary) the prison's computer systems.
- Keeping up to date with the job list and report weekly to department Manager
- Any other related duties may from time to time be necessary, at the discretion of your line manager
- Enter fully into The Message Trust team life, including morning prayers, monthly prayer days, evening prayer meetings and events
- Must be prepared, on occasions, to work away from home and to work one Sunday morning per month, and up to one evening per week.

Person Specification

Essential:

- The post holder must be a committed Christian who believes in the Lordship of Christ and the authority of scripture, and who wants to see the Christian message communicated effectively to young people. Applicants should have a personal testimony of their Christian faith, and be able to articulate a clear vision for their role within the work of The Message. The doctrinal basis of The Message is that of the Evangelical Alliance.
- Applicants should be able to articulate a clear vision for their role within the work of The Message, particularly with reference to their ability to function within the framework of its Mission, Vision, Ethos and Values.
- A high level of dependency on God and a sense of missional calling
- Good verbal and written communication skills and teamwork abilities
- Skills in self-expression, both verbal and written
- Ability to work as part of a team and under own initiative
- Experience or understanding of young people, offenders and young offender institutions or prisons
- Relevant youth work experience or experience of working with marginalised adults
- Experience of leading groups or meetings in a ministry setting
- Experience in leading volunteers
- Ability to drive with own transport

Desirable:

- Related qualification such as youth justice, theology, youthwork, social work, healthcare or teaching.
- Ability to play a musical instrument

Confidentiality

Any information relating to people contacted by the Trust acquired in the course of duty must be treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of staff.

Any information relating to staff acquired in the course of duty must be treated in the strictest confidence and must be discussed only with senior staff members or with the line manager.

Notes

All Message staff are set a personal fundraising target. We ask that the successful applicant has a minimum of **£125** per month of regular financial support before commencing employment, increasing to **£175** per month by the end of the three-month probation period and aims to add one supporter a month after that. Training and support will be given to help you achieve this. Staff are also expected to organise and take part in, at least one fundraising or other sponsored event annually.

This job description is not exhaustive and amendments and additions may be required in line with future organisational changes.

The successful candidate for this post will be asked to apply for a DBS check at Enhanced level and the content of that check could affect ability of The Message to extend the offer of employment.

Any offer made to the successful candidate will be subject to the completion of security vetting and obtaining clearance through His Majesty's Prisons and Probation Service (HMPPS) and other service providers contracted to the Ministry of Justice.

Genuine Occupational Requirement (GOR): This post has been identified as having a GOR to be filled by a Christian under the provisions of the Employment Equality (Religion and Belief) Regulations 2003 Section 7.2.