Project Worker – Women's Turnaround Cheshire (Recall)

Main

This project builds on a proven, evidence-based approach that is already being delivered and has shown measurable success in reducing recalls among women leaving custody in Lancashire.

The role involves maintaining the strong relationships we have with the prison and external organisations, while also developing new connections. The aim is to support women as they successfully reintegrate into the community and to help remove any barriers that may have made resettlement difficult in the past.

The role involves being fully engaged within the prison and advocating for the women we support, helping them achieve the best possible outcomes. The successful candidate will need to pass enhanced HMPPS prison vetting.

TERMS & CONDITIONS

Contract Type

This is a fixed term contract until 31st March 2029.

Salary

£16,749.73 (FTE £27,544 per year). This salary is equivalent to PSS Fixed point 31.

Disclosure

As this post requires a Disclosure check, please refer to the Recruitment of Ex-offenders statement on the Applicant Guidance page.

Hours

22½ hours per week, worked between Monday to Friday

Location

HMP Styal, Styal Rd, Wilmslow SK9 4HR and community bases across Cheshire East, Halton and Warrington

Annual Leave

27 *days* per year pro rata. In addition to eight paid statutory bank holidays (bank holidays are pro rata for part-time staff).

Pensions

PSS operates an Occupational Pension Scheme with The People's Pension.

Conditions of Service

Offers of employment are made subject to the following conditions:

a) Completion of medical questionnaire
b) Receipt of two satisfactory references, including one reference from a current or most recent employer.
c) Authorisation to work in the UK. Under the Immigration, Asylum & Nationality Act 2006 successful candidates will be required to produce documentation which demonstrates their authorisation to work in the UK. Documents may include; Passport; full birth certificate; UK work permit; Home Office letter.
d) An Enhanced Disclosure and Enhanced Level 1 Prison Vetting.

Main Duties

- **Plan/deliver** individual support and resettlement packages for women, ensuring successful delivery of plans through PSS support/ partnerships.
- **Complete** person-centred assessments, detailed action plans, and risk assessments that take into consideration levels of need, complexity, risk and offending-related issues.
- **Work** directly with NPS/prison staff and other agencies to facilitate intensive resettlement planning and meetings.
- **Manage** a caseload of female clients that have multiple and complex needs, providing intensive 1-1 support in a prison setting and on release.
- **Support** clients using a trauma-informed approach to sustain reintegration and independence in the community and reduce the likelihood of reoffending.
- **Provide gate pick-ups** for transition back to community where required
- **Lead** on ensuring a quality service is delivered for people we support.
- **Manage** safeguarding and risk in a timely manner, recording and reporting concerns.
- **Keep up to date** with developments and networks and liaise with colleagues within HMPPS, the Criminal Justice System, prisons and elsewhere to establish and maintain strong partnership working.
- **Liaise** with a wide range of agencies and professionals who are working with people we support to ensure consistency and promote communication.
- **Participate** in organisational activities, for example, team meetings, partnership meetings, development days and staff training.
- **Actively** develop a collaborative approach to assessing and managing risk, escalating concerns to line management as appropriate.
- **Ensure** that all policies/procedures are adhered to within PSS and HMP Styal.
- **Travel** between various sites across Cheshire

Data and admin

- Prepare and maintain appropriate client records using relevant data capture systems.
- Provide comprehensive monitoring of reasons for recalls and outcomes.
- Gather qualitative feedback from women and partners to inform continuous improvement.
- Contribute to national learning through reports and presentations to HMPPS and MoJ.
- Engage with training and development which will enhance service delivery.

General requirements

- Continually seek to advance own professional skills and the business as a whole, identifying opportunities and areas for improvement.
- To ensure that all activities/ interventions are undertaken in accordance with policies and procedures and, where applicable, that all comply with the requirements of court orders and the legal framework.
- Adhere to and keep up to date with GDPR regulations, information security policies and procedures and relevant practitioner codes of conduct.
- Ensure that standards of health and safety are maintained.
- Work flexibly as and when required and to support other team members as needed.
- Uphold the policies and ethos of PSS at all times.
- Carry out such other duties as may be required in line with the nature of the post.

ADDITIONAL DUTIES

1. To actively participate in developing directorate, team and individual objectives and plans, attend staff performance management and learning and development reviews.
2. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied (after discussion with the post holder) subject to the needs of the service, and in keeping with the general profile of the post. The post holder is expected to be flexible in the performance of duties and to undertake any other duties identified as appropriate to the post.
3. All jobs are subject to change from time to time and this job description will be reviewed regularly and may be updated to include reasonable changes in consultation with the job holder.

JOB DESCRIPTION

This job description is a guide to the work you will be required to undertake and represents a range of responsibilities commensurate with the grade for the post. It does not form part of your contract of employment.

Person Specification: Project Worker

Requirement	Essential	Assess from:
	E= Essential D = Desirable	A = Application I = Interview R = References E = Exercise/practical
Attitude		
Belief that individuals can improve their lives given the right circumstances	E	A, I
Commitment to ensuring the highest quality of service for people we support	E	A, I
Committed to equality of opportunity, human rights, and anti-discriminatory practice	E	A, I
Commitment to personal and staff development	E	A, I
Be flexible and willing to work in all environments	E	A, I
Commitment to, and demonstration of the PSS values and their application to the delivery of quality services	E	A, I
Knowledge		
Knowledge of assessment and support planning approaches	E	I
Knowledge of risk assessment	E	A, I
Knowledge of issues affecting women in the Criminal Justice System	E	A, I
Knowledge of safeguarding legislation, policy and procedure (regarding at-risk adults, children & young people)	E	A, I
Skills		
Ability to work with people we support with a range of complex needs	E	A, I
Ability to deliver a range of group work programmes	D	I
Ability to deliver one-to-one intervention	E	I
Ability to engage and work with a wide variety of people	E	I
Ability to evaluate the impact of group and individual interventions and adapt delivery	E	I
Excellent written and verbal communication skills	E	I
Effective organisational skills	E	I
Ability to work as part of a team	E	I
Ability to bring an innovative, creative approach to service delivery	E	I
Ability to assess risk	E	A, I
Ability to support others	E	I
IT Skills	E	A
Experience		
Experience of working with females with multiple and complex needs	E	A, I
Experience of working in the Criminal Justice System and/or social care sector	E	A, I
Experience of delivering group work programmes	D	A, I
Experience of providing structured support to individuals	E	A, I
Commitment to personal and staff development	E	I
Qualifications		
Level 2 Diploma in Social Care (or comparable qualification)	D	A
Level 3 or equivalent qualification e.g. Social Care, Social Work,	D	A

Psychology, Children & Families work		
Driving Licence and use of own vehicle	E	A