

## Project Worker – Women’s Turnaround



### **MAIN PURPOSE**

To deliver a range of interventions and activities to female offenders in community and custody settings, that promote rehabilitation and to support women’s choices away from offending and the criminal justice system. Duties will include individual support for women following their support plans, via 1:2:1 interventions and activities and the delivery of group work programmes across a wide range of pathways, including accommodation, education, training and employment, emotional wellbeing, drug and dependency, etc. This will be delivered in the community and custodial settings.

### **SCOPE OF JOB AND FOCUS OF ROLE**

- Service Delivery – 100 %

### **TERMS & CONDITIONS**

#### **Contract Type**

This is a fixed term contract until 31<sup>st</sup> March 2027.

#### **Salary**

£26,742 per annum. This salary is equivalent to PSS Fixed point 31. (Please note that this salary will be increasing from 1<sup>st</sup> April 2026)

#### **Disclosure**

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

#### **Hours**

37 hours per week, worked over Monday to Friday

#### **Location**

Eleanor Rathbone House, 24 Derby Road, Liverpool, L5 9PR. The postholder will also be required to work across various outreach venues in Merseyside and HMP Styal.

#### **Annual Leave**

27 days per year. In addition to eight paid statutory bank holidays (bank holidays and annual leave 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.

## **KEY RESPONSIBILITIES**

### **1. Service Delivery**

To complete person centred assessments, detailed holistic support plans, risk assessments that take into considerations levels of needs, complexity, risk and offended related issues

- To directly deliver a range of holistic activities through one-to-one interventions and group work programmes across a wide range of pathways areas in community and custody.
- To provide individual support via 1:2:1 intervention, including accompanying women to court, appointments and pre-release preparation from prison
- To support and encourage women in improving their life chances and reducing offending behaviour, within a timeframe
- To ensure that people who use our service' needs and wishes are respected and addressed appropriately.
- To refer and signpost the people who use our service' towards other resources within the community
- To work with all people who use our service to support their involvement and feedback in all aspects of the project planning, monitoring and review.
- To maintain all case records and other documentation using case management systems and contribute to the collation of data required for quality monitoring purposes.
- To travel between several locations.
- To ensure that both Local Authority and PSS Safeguarding policies, procedures and protocols are understood by yourself and others within the project.

### **2. Service Standards**

- Network and liaise with colleagues within The Probation service, the Criminal Justice system, prisons and elsewhere to establish and maintain strong partnership working.
- To liaise with a wide range of agencies and professionals who are working with people who use our service to ensure consistency and promote communication.

### **3. Accountability and relationships**

- 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.
- To develop and sustain ongoing working relationships with referrers and partner agencies including the Probation Service, Prison service. Social services, third sector services and the wider community.
- To contribute to the participation of people who use our service in the running and the direction of the service

## **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 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
<b>Attitude</b>		
Belief that individuals can improve their lives given the right circumstances.	E	A,I
Commitment to ensuring the highest quality of service for supported people.	E	A,I
Commitment 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
<b>Knowledge</b>		
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
Safeguarding legislation, policy and procedure (regarding at risk adults, children & young people).	E	A,I
<b>Skills</b>		
Ability to work with with a range of complex needs.	E	A,I
Ability to deliver range of group work programmes.	E	I
Ability to deliver one to one interventions.		
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
<b>Experience</b>		
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.	E	A,I
Experience of providing structured support to individuals.	E	A,I
Commitment to personal and staff development.	E	I
<b>Qualifications</b>		
Level 2 Diploma in Social Care (or comparable qualification)	D	A
Level 3 or equivalent qualification e.g. Social Care, Social Work, Psychology, Children & Families work.	D	A
Driving Licence and use of own vehicle.	E	A