

Project Worker – Women’s Turnaround (HMP Styal)



Main

The post holder will deliver a range of interventions mainly in HMP Styal. Will be required to do some follow up support in community settings (Cheshire/Merseyside) around accommodation, finance, benefit and debt, family support and social inclusion to support women who are on remand, awaiting trial, serving short sentences and/or preparing for prison release. The interventions will be there to support women to address any immediate or urgent needs presented by these women in prison.

SCOPE OF JOB AND FOCUS OF ROLE

- Service Delivery – 100 %

TERMS & CONDITIONS

Contract Type

This is a fixed-term contract until 31st March 2027

Salary

£26,742 per year. This salary is equivalent to PSS Fixed point 31 (Please note this will be increasing from 1st 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

HMP Styal, Styal Rd, Wilmslow SK9 4HR

Annual Leave

27 days per year. 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.

KEY RESPONSIBILITIES

Service delivery

- Deliver immediate and urgent individual support for women,
- Ensuring successful delivery of plans through probation and support partnerships.
- To complete person-centred assessments, detailed action plans, and risk assessments that take into consideration levels of needs, complexity, risk and offending related issues.
- To provide individual support via 1-1 intervention in custody, courts, appointments, and pre-release preparation from prison.
- Work directly with probation/prison staff and other agencies to facilitate intense resettlement planning and meetings.
- Manage a caseload of female clients that have multiple and complex needs providing 1-1 support/group 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.
- Lead on ensuring a quality service is delivered for people we support.
- Keep up to date with relevant developments that may impact people we support and relationships, such as legislative changes.
- To develop and sustain ongoing working relationships with referrers and partner agencies within the prison. Social services, housing and other support services and the wider community.
- Actively develop a collaborative approach to assessing and managing risk, escalating concerns to line management as appropriate.
- Travel between various sites

Data and admin

- Prepare and maintain appropriate client records using relevant data capture systems.
- Manage safeguarding and risk in a timely manner, recording and reporting concerns.
- Participate in organisational activities, for example, team meetings, development days and staff training.
- Conduct safety plans in a person-centred way that supports risk management.
- 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.
- 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.
- 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 we support to ensure consistency and promote communication.

This job description is not intended to be exhaustive. 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.

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.

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 working 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.	E	I
Ability to deliver one to one intervention.		
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, Psychology, Children & Families work.	D	A
Driving Licence and use of own vehicle.	E	A