



Project Worker – Women's Turnaround Service

Main

To offer a range of interventions and activities to female offenders that promote rehabilitation and reduce their chances of reoffending in the future. This will include individual support for women in following their support plans along with one-to-one interventions and activities shaped around their needs. The role also involves the delivery of group work programmes across a wide range of pathways.

This will be delivered in the community and in custodial settings like prisons.

Scope of job and focus of role

- Service Delivery – 100 %

TERMS & CONDITIONS

Contract Type

This is a *Fixed Term* contract until 31st March 2026

Salary

£20,790.00. This salary is equivalent to PSS Fixed point 27.

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

Location

Eleanor Rathbone house, 24 Derby Road, Liverpool, L5 9PR and outreach venues in Merseyside

Annual Leave

25 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. Please note that having a criminal record does not automatically disbar you from working with PSS.

What you'll do

Service essentials

- To complete person-centred assessments, detailed holistic support plans and risk assessments that take into considerations levels of needs, complexity, risk and offence-related issues.
- To directly deliver a range of holistic activities through one-to-one interventions and group work programmes across a wide range of pathway areas in the community and in custodial settings.
- To give individual practical support, including accompanying women to court, appointments and pre-release preparation from prison.
- To support and empower women in improving their life chances and reducing offending behaviour within a timeframe.
- To ensure that the needs and wishes of the people we support are respected and addressed in the right way.
- To refer and signpost the people who use our services towards other support options and resources in their community.
- To work with all the 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 needed for quality monitoring purposes.
- To travel between several locations to support people.
- To make that local authority and PSS safeguarding policies, procedures and protocols are top priority.

Keeping up a great standard

- To network and liaise with colleagues in the probation service, the criminal justice system, prisons and elsewhere to establish and keep up strong partnership working.
- To liaise with a wide range of agencies and professionals who are working with the people we support to keep things consistent and promote communication.

Relationships and responsibilities

- To make sure that all activities/ interventions follow all the relevant policies and procedures and follow the requirements of court orders and the legal framework when needed.
- To develop and keep up ongoing working relationships with referrers and partner agencies including; the probation service, prison service, social services, other third sector services and the wider community.
- To contribute to the participation of people we support 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 E= Essential D = Desirable	Assess from: 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
Commitment to equality of opportunity, human rights and anti-discriminatory practice.	E	A,I
Commitment to personal and staff development.	E	A,I
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
Safeguarding legislation, policy and procedure (regarding at risk adults, children & young people).	E	A,I
Skills		
Ability to work with people who use our service 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
Experience		
Experience of working with females with multiple and complex needs.	E	A,I
Experience of working in the criminal justice system.	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
Qualifications		
Level 2 Diploma in Social Care (or comparable qualification)	E	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.	D	A