

Job title	Projects Manager (full-time, 35 hours per week)
Location	PFS Office Glasgow
Reports to	Executive Director
Closing date	31st August
Main responsibilities	To oversee the running of PFS projects working with the men and women in Scottish prisons and with families affected by imprisonment in line with PFS vision to work alongside the Christian community to serve the holistic needs of prisoners and those affected by imprisonment and to see lives positively transformed.

Critical Competencies

- Able to lead on managing projects that support PFS vision of bringing positive transformation to the lives of men and women in prison and their families.
- An ability to express empathy with those in prison.
- Ability to analyse problems and find efficient solutions.
- Ability to show initiative and flexibility in a fast-changing environment.
- Excellent verbal and written communication skills
- Excellent organisational skills and strong attention to detail.
- Self-motivated.
- Excellent time management and ability to work to deadlines.
- Good team member, excellent interpersonal skills and ability to relate to people at all levels internally and externally.
- Aligned with Christian ethos and values of Prison Fellowship.
- Able to promote the Christian mission of the charity.

Knowledge and skill requirement

- An ability to understand the working of the Scottish Prison Service, the different types of establishments it runs, the different sentences imposed and how these affect the work of PFS with the SPS.
- An understanding of the factors that lead to people ending up in prison.
- The ability to strategise regarding programmes that will be effective and impactful on working with those in prison.
- Ability to create records of work being delivered such that this will support the monitoring and evaluation of this work.
- Commitment to accuracy and excellent attention to detail.
- Ability to plan, balance and manage competing priorities to achieve results.
- Good working knowledge of Microsoft Office applications.
- Good level of numeracy and literary skills.

Key Functions

Sycamore Tree

- Work with volunteers to deliver the Sycamore Tree Restorative Justice Course in Scottish Prisons.
- Liaise with Scottish Prison Service to develop the delivery of the Sycamore Tree course across the Scottish Prison System.
- Ensure Sycamore Tree Course material is kept up to date including liaising with PF England and Wales.
- Develop a Sycamore Tree group within PFS looking at how the course can be developed and adapted to best suit a Scottish Context and look at the possibility of developing a follow on course.
- Provide training to PFS volunteers equipping them to deliver the Sycamore tree course.
- Ensure PFS contributes to wider Restorative justice forums and events.

PFS Conversation Groups

- Support PFS volunteers in running conversation groups in Scottish prisons.
- Regularly visit PFS groups to encourage volunteers as well as to monitor and evaluate the running of these groups.
- Liaise with SPS chaplains in the prisons to understand the impact of PFS groups and look for opportunities to develop this programme.
- Resource develop and suggest material that can be used in these groups.
- Hold Group leader meetings 2 or 3 times a year for sharing of best practices and ideas.
- Meet with partner organisations ensuring sharing of information and explore ways of working together.

The Angel Tree

- Support the running of the Angel Tree programme in the lead up to Christmas liaising with all the prisons and with partner organisations.
- Work with Admin and communications staff to support fundraising for this programme.
- Liaise with chaplains to understand the specific needs of individual prisons or people in prison.

Other

- Work with the Executive Director to deliver training to PFS volunteers to ensure an up to date relevant and impactful approach to PFS ministry.
- Keep up to date with developments within the SPS and within the wider prison ministry across the UK.
- Help with other PFS activities on an occasional and as needs basis.
- Have a full driving license and access to a car that can be used for work.
- Participate in staff prayer meetings.
- For this post, you must be able to demonstrate a commitment to PFS ethos and vision. It is also an Occupational Requirement (Equality Act - part 1, schedule 9), that the post-holder is a committed Christian and the appointment will be subject to a satisfactory PVG Scheme Disclosure.

Work Basis and Salary

- £27,000
- Working flexibly as organisational needs demand.
- Willing and able to work occasional evenings/weekends and travel to support PFS volunteer and supporter events across Scotland.