

Job Description

Children's Worker (part time, 9 hours/week) **Addiewell Prison Visitors' Centre**

For over 50 years, Cyrenians (a Scottish Charitable Incorporated Organisation (SCIO), registered charity number SC011052) has tackled the causes and consequences of homelessness. We understand that there are many routes into homelessness, and that there is no 'one size fits all' approach to supporting people towards more positive and stable futures. That's why all our work is values-led and relationships-based.

We meet people where they are, and support them towards where they want to be. Our Vision is an inclusive society in which we all have the opportunities to live valued and fulfilled lives. We work to make that vision a reality through our Mission to support people excluded from family, home, work or community on their life journey.

We aim to offer consistently excellent service across all locations and in all our activities. Our way of working is built on our four core values:

Compassion: We believe that everyone should have the chance to change, no matter how long that might take.

Respect: We believe in tolerance, acceptance, valuing diversity and treating each other as equals.

Integrity: We are committed to the highest quality of work, grounded in honesty, generosity, sincerity and professionalism.

Innovation: We are willing to take risks, challenge convention and be very creative in our search for new ways of working, in particular by taking account of the environmental impact of our decisions.

1 General

Since 2017 Cyrenians has been running the Visitors' Centre at HMP Addiewell, we are committed to supporting families affected by imprisonment. Our centre is open during prison visiting times and staffed by paid staff and volunteers.

Both Cyrenians and the prison recognise the vital importance of maintaining and supporting positive family relationships. We know that children and families can be hugely motivating factors for prisoners and can strongly influence positive behavioural change and improve offender outcomes. We also understand that prison visits can be very stressful for visitors who are likely to be facing their own emotional, financial and practical difficulties as a result of their family member's imprisonment.

Visitor Centre staff are committed to working with families, community and voluntary sector partners in order to maintain meaningful contact between prisoners and their families throughout the period of imprisonment.

We provide advice and information about the prison and how it works. We offer a safe space, a listening ear, and activities for children. We also engage in health promotion activities and work in partnership with NHS Lothian.

We work closely with other community organisations in West Lothian and Lanarkshire

We run a Visitor Forum every 6 –8 weeks, which gives visitors a chance to give feedback and tell prison staff about their visiting experience, which will hopefully improve the experience for everyone else.

This new post will focus on the specific needs of children and young people, providing emotional and practical support to reduce anxieties and improve the visit experience for young people and prisoners.

2 Tasks and Responsibilities

Key tasks, duties & responsibilities – Prison visitors' centre

- Assist in the day-to-day operation of the Visitors' Centre in conjunction with the staff team.
- Engage positively with visitors to offer one-to-one and ongoing emotional support and information as required, and refer them to any additional support from the Prison Family Support Team and/or appropriate services (e.g. prison, housing, health, welfare) as necessary.
- Maintain a clear case notes, including support given and referrals made.
- Be able to support a first-time visitor and 'walk through' the prison visiting process.
- Be able to support families emotionally in a trauma-informed way.
- Ensure access to and maintain/keep up to date relevant information and publications for the Visitors' Centre.
- Seek support from the Visitors' Centre Manager or Senior Key Worker when appropriate and necessary. Regular development sessions will be offered, and the opportunity to debrief at other times will be paramount.

Children specific work

- Assist children during their weekly children's visit sessions.
- Offer support to families with play and wellbeing ideas.
- With the Visitors' Centre Manager, develop and organise family-friendly events at the prison and Prison Visitors' Centre.
- Maintain and update age-specific resources and materials
- Link in with external organisations around other relevant children's activities in local communities.

- Collect and collate appropriate monitoring and reporting of outcomes (statistics and qualitative feedback from children and young people)

Key tasks, duties & responsibilities – General

- Adhere to all Cyrenians' organisational policies and to work within the aims and objectives of the charity.
- Attend relevant and appropriate training courses.
- Attend and participate in staff meetings and in relevant Cyrenians' events

All staff are expected to undertake any other reasonable duties as required. Additional duties will be to cover unforeseen circumstances/changes in work and will usually be compatible with regular type of work. If an additional task or responsibility becomes a regular/frequent part of the job, it will be included in the job description in consultation with the post holder.

3 Person Specification

Skills, knowledge and experience

Experience of working with disadvantaged or marginalised families	Essential
Experience of working with volunteers	Desirable
Excellent negotiation, communication and interpersonal skills	Essential
Knowledge of the criminal justice system	Desirable
Ability to relate sensitively to the needs of prisoners' families	Essential
Ability to work with a wide variety of people at all levels	Essential
Experience of accessing support from external agencies	Desirable
Ability to work independently and as part of a team	Essential
Ability to prioritise/manage work load in a pressurised environment	Essential
Experience of working with a range of age groups	Essential
Excellent IT skills	Desirable
Knowledge and understanding of the issues families and children may face when a family member is imprisoned	Desirable
At least 2 years' experience of working with children and young people	Essential

Training and Qualifications

SVQ Level 3 in child development or similar	Desirable
Trauma Informed Training	Desirable
Knowledge in Solihull or similar approaches	Desirable
Child play, learning and development qualification or equivalent experience or working towards	Essential
Current driving licence	Desirable
Safeguarding qualification or training	Essential

Values and attributes

Adaptable	Essential
Honest, punctual, reliable and trustworthy	Essential
Positive thinker and creative problem solver	Essential
Calm and able to respond quickly to emerging situations	Essential
Patient and respectful of all people, whatever their background or presenting behaviour	Essential
Able to maintain high standards of confidentiality	Essential

4 Terms & Conditions

<u>Employer:</u>	Cyrenians
<u>Accountability:</u>	Cyrenians Board of Trustees (via the Chief Executive of Cyrenians)
<u>Line Manager:</u>	Addiewell Visitors' Centre Manager
<u>Liaison with:</u>	Head of Service
<u>Workplace:</u>	HMP Addiewell
<u>Working Hours:</u>	9 hours per week to be worked on a set rota basis which includes evenings and weekends. Rota: Wednesday evening 6.00pm – 9.00pm, Saturday and Sunday 9.30am – 12.30pm.
<u>Annual Leave</u>	25 days plus 10 public holidays (pro rata)
<u>Salary:</u>	£22,622 – £25,296 pro rata per annum (scale points 20 – 24). This equates to £5,503 per annum for a 9 hour week at SCP20.
<u>Pension:</u>	Auto-enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme – current contributions being 5% employee and 3% employer. Option of enhanced Employer contributions to the same QWPS of 6% initially, rising to 9% after 2 years and 12% after 5 years (subject to employee contributions of 6%)
<u>Disclosure:</u>	PVG scheme membership required
<u>Duration:</u>	Initially 1 year dependant on continuation of funding.

5 Application deadline and Interview dates

<u>Closing date:</u>	12 noon on Wednesday 6 th July 2022
<u>Interview date:</u>	Tuesday 19 th July 2022
<u>Stage 2 date:</u>	TBC

Please refer to the Recruitment Information leaflet for further information on completing and submitting your application form.