

Job Title:	Criminal Justice Coach/Assistant Psychologist
Working Hours:	5 days a week (Monday-Friday) 9:00am – 5:30pm
Reports to:	Deputy Head of Criminal Justice
Location:	HMP Lewes
Salary range	£28,000
Contract Type	Fixed term until 31st August 2023

Job Purpose

Provide coaching, training and mentoring in groups and one-to-one sessions to offenders in custody. This is to enhance their employability skills which contributes to reducing their risk of reoffending once released into the community.

Main Duties and Responsibilities:

Offender Coach/Assistant Psychologist

- Actively manage own workload to balance design, delivery and reporting requirements and achieve required outputs.
- Work within designated prisons, build relationships and promote the programme widely to generate referrals.
- Project manage, design and deliver group and one-to-one interventions, which improve offenders' thinking skills and self-confidence.
- Maintain regular contact, as appropriate and defined by the contract, with those offenders on case load.
- Liaise with a range of stakeholders and agencies to ensure a joined-up service to the offender.
- Undertake our screening tool assessment with offenders to promote their awareness of strengths, and provide appropriate group/1:1 coaching for the identified development areas.

Evaluation and reporting

- Be accountable for timely, accurate and high quality data reporting.
- Ensure all data integrity principles are followed in line with contract requirements.
- Provide robust reporting of interventions in line with audit requirements of the contract.

Stakeholders

- Work collaboratively with key stakeholders, to ensure consistently high standards of delivery.
- Maintain a consistent, positive presence within the designated prisons.
- Participate in regular one-to-one and group review meetings with Head of Social Justice, Deputy Head of Criminal Justice, senior management and key stakeholders including prison staff, commissioners and other partners.

General responsibilities

- Take responsibility for own CPD (Continuing Professional Development) in line with Genius Within expectations.
- Ensure that all Genius Within policies, e.g. Equality and Diversity, Code of Conduct, Safeguarding procedures, Health and Safety, Data Security, are fully applied at all times.
- Ensure accurate and secure handling of data including DBS, case notes, and financial records.
- To be responsible for promoting and safeguarding the welfare of the vulnerable adults you come into contact with.

Business Development

- Recording, reporting and publishing (blog, web, and book) case studies and success stories.

- Promoting the above in meetings with existing providers, and other departments in contractor organisations.
- Attending client meetings, networking events and conferences.
- Contributing to case studies and evaluations.
- Contributing to social media presence, blogging and marketing material.
- Looking out for opportunities for Genius Within when working with strategic partners and contract collaborators.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with their line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

Knowledge, Skills and Experience: Essential

- Demonstrable interest/experience in social inclusion.
- Tolerant, non-judgemental attitude towards people who are socially excluded.
- Ability to role model and 'walk own talk' through attention to own patterns of behaviour, learning and career progression.
- Ability to work flexibly and independently with multiple stakeholders.
- Strong communication and motivational skills.
- Proactive resolution of risks and issues.
- Experience with data entry, accuracy and attention to detail.
- Competent and confident in the use of IT, including Microsoft Office, Word, Excel, PowerPoint and Outlook/Office 365.
- Psychology Degree or equivalent.

Knowledge, Skills and Experience: Desirable

- Strong training design and delivery skills.
- Experience of coaching neurodiverse adults.
- Experience of supporting offenders in prison and/or the community to progress towards employment, training or education.
- Experience of working with people who are socially excluded.
- Able to demonstrate a resilient and robust approach to working within challenging and unpredictable environments.

Genius Within is an accredited Disability Confident Leader. If you require any adjustments, please let us know as soon as possible to support you to be at your best during this process.

Equality Diversity and Inclusion

Genius Within cares deeply about creating a diverse and inclusive workplace. We are proud to be an equal opportunity employer and a disability confident leader. We are committed to equal employment opportunity regardless of race, colour, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, or gender identity. Genius Within does not require disclosure to make reasonable adjustments. We ask all employees "how can we support you to work at your best" and are adept at provision of coaching, technology, flexible terms to meet this objective. Our highly successful majority disability staff team are testament to the benefits of making adjustments.

The successful candidate must undergo an Enhanced DBS check, on the basis that the role involves contact with vulnerable adults, in accordance with the Rehabilitation of Offenders Act (1974).

Other relevant recruitment checks will also be carried out, including HMG Baseline Personnel Security Standard and prison vetting and clearance.