



Caseworker – Mentor Supervisor

Hours; 0.5 (18.75 hours per week)

£12,500 pro rata (based on £25,000 FTE)

Job Description

(This post is offered on a fixed term contract 24 months, with possible extension beyond this dependent upon funding)

Thames Valley Partnership is an established charity, delivering a range of services to support those who are vulnerable or at risk of exclusion. We also work to develop long-term solutions to the issues of crime and social exclusion and work at both practical and strategic level to influence policy and share good practice. We have a proven track record of service delivery across the Thames Valley, supporting those whose lives are impacted by crime: both victims of crime and offenders and their families.

Purpose and Scope:

This two-year project, funded through the (MOJ) Ministry of Justice, aims to improve life chances, personal resilience and wellbeing of offenders by delivering needs assessments and action plans for people on Probation. The role will be to support service users through providing mentoring support by volunteer mentors to develop strategies to manage emotions and design and deliver skills training to foster self-confidence by knowing how to access appropriate support. You will also support service users to increase capacity to undertake activities to support daily living and advocate for service users in conjunction with multi-agency partners to engage with treatment and other professionals/services. This role will involve working in close partnership with delivery partners, HMPPS, Voluntary Sector and other Criminal Justice organisations to promote and deliver our services and achieve the required outputs and outcomes.

The Postholder will be required to Visit Bullingdon Prison for Male Offenders and Probation Offices throughout the Thames Valley Area, the 0.5 postholder will cover Thames Valley North, Oxfordshire and Buckinghamshire and will report to the Programme Manager.

Principle Roles and Responsibilities:

- Liaise with referrer and meet with male offenders so as to introduce the service and carry out need's assessments and action plans
- Work in partnership with statutory agencies, prison resettlement and chaplaincy teams to ensure a coordinated support plan is in place for the individual prior to release.
- Work in partnership with the collection team to ensure that the immediate needs of the offender are met on the day of release.
- Manage volunteer mentors through providing regular supervision and support.
- Deliver 1: 1 Social Inclusion sessions to People on Probation in the community

- To work in partnership with the collection team to ensure that the immediate needs of the offender are met on the day of release.
- To accompany volunteer mentors on prison visits.
- To attend regular planning meetings with the project team.
- To develop the scheme with support of the project manager in line with the new requirements of Transforming Rehabilitation.
- The postholder will need to undergo an enhanced DBS Check prior to employment.

Skills, Knowledge and Abilities

- Strong interpersonal skills to deal with a diverse range of people.
- To be able to manage their own time and work load effectively.
- The ability to support and motivate offenders.
- To have a can-do attitude and to be flexible and adaptable to changing work environments.
- Ability to form positive relationships with volunteers, professionals and offenders.
- Knowledge of support agencies, benefits system and housing agencies
- Experience of working 1:1 with vulnerable adults / offenders
- Experience of managing / supervising volunteers
- A strong belief in the value of mentoring and the use of volunteers would be an advantage.
- Excellent organisational skills and time management.
- Excellent communication skills written and all forms of media.
- Own vehicle and the ability to travel locally is essential.
- The capacity to motivate and inspire others.
- Passion for the delivery of excellent service.
- Maintain databases and handle all administration duties.
- Team Player

This job description indicates the main role and responsibilities of the post and is not intended to be an exhaustive list. The Thames Valley Partnership reserves the right to amend this job description from time to time, according to the needs of the organisation. Any changes will be confirmed in writing. Other duties may be required, from time to time, according to the needs of the Thames Valley Partnership.