



## Project Worker – Family Matters

### Job Description

Thames Valley Partnership is an established registered charity of 25 years operating a range of support programmes across the three Thames Valley counties of Berkshire, Buckinghamshire and Oxfordshire. We are now seeking to appoint **Project Workers** to join our Family Matters Programme, working to support the families and significant friends of people who have been imprisoned or are involved in serious offending. This particular programme is now being supported and expanded by a generous three year grant from The National Lottery Community Fund.

**Both full time (37.5 hours per week) and part time roles are available. The salary is £24,000 FTE and is offered on a fixed term contract funded until 31 December 2021.**

Family, children and friends of those imprisoned are often the hidden victims of crime, facing multiple problems and isolated from sources of help and support. Extensive research however suggests that targeted interventions can not only improve their situation, but can reduce the risk of intergenerational offending and help prisoners sustain positive family relationships, a key factor in their future rehabilitation.

**Role Title:** Project Worker - Family Matters

**Postholder Reports to:** The Family Matters Programme Manager

**Role:** As a Project Worker, you will offer information, support and advice in the Court setting and HM Prison Visiting Centres and also accept referrals for family casework support from the Thames Valley Community Rehabilitation Company and other agencies. Good partnership work is crucial to the role and there will be opportunities to innovate and contribute to the development of new interventions. You will contribute to the delivery of the Family Matters Programme providing community-based support to the children, families and significant friends of offenders and prisoners at all stages of the Criminal Justice system. You will work strategically with programme partners to break the cycle of criminality and to improve access to support for families and children of offenders and prisoners within Thames Valley. The role can be based in the Partnership offices in Aston Sandford, Bucks HP17 8JB or may be home based, and requires travel across the Thames Valley region.

#### **Key Tasks:**

- To work as a member of the Family Matters Team to deliver Outcomes for the Family Matters Programme as agreed with The National Lottery Community Fund.
- To staff Information and Advice Desks at local Crown and Magistrate Courts providing information, advice and support to the families and friends of people remanded or sentenced to custody. Signpost them to other services or provide follow up casework support.
- To provide regular information and advice sessions in HMP Bullingdon and HMP Woodhill working in partnership with PACT (Prison Advice and Care Trust) and prison staff to support visitors.

- To offer casework support to families and significant friends referred by Thames Valley Community Rehabilitation Company and the National Probation Service.
- To support families and significant friends to access appropriate additional services including sharing relevant information when appropriate in line with Information Sharing Protocols and Safeguard Policy and Procedure.
- To contribute to the development of local peer support groups and buddy systems, utilising social media when appropriate.
- To contribute to the delivery of awareness raising workshops to Criminal Justice staff and other relevant agencies.
- To provide appropriate information and advice to other professionals working with families who are not familiar with the prison criminal justice system
- To jointly deliver Relationship Interventions and workshops with Thames Valley Community Rehabilitation Company staff
- To undertake any other tasks as may be required in order to achieve the overall aims and agreed outcomes of the programme.

### Person Specification

## Skills, Knowledge and Abilities

### Essential:

- Experience of youth work, social care, criminal justice, community work or related fields in a paid or voluntary capacity;
- Excellent Interpersonal Skills – ability to demonstrate empathy, “connect” with people and establish positive relationships quickly.
- An interest in and a basic knowledge of social, community safety or criminal justice issues;
- Experience of and/or ability to work in a multi-agency environment;
- Ability to take work forward with minimum supervision;
- Good understanding of diversity issues
- Ability to work effectively with people from different backgrounds and from different levels within organisations;
- Good team player;
- Excellent organisational skills;
- Good verbal and written communication skills;
- Willingness to learn new skills and undertake new tasks;
- Excellent IT skills;
- Good presentation skills
- Commitment to promoting positive change and innovation in service delivery

**Desirable:**

- Knowledge of community development and capacity building work with local communities, community safety, youth crime prevention, early intervention or domestic violence;
- Detailed knowledge of the work of Her Majesty Prison and Probation Service
- Proven group work skills

**For this role you will also need:**

- The ability to travel within Thames Valley and further distances on occasions;
- To be free from any medical condition which would prevent you from doing the job;
- To be free from any criminal conviction which would conflict with the responsibilities of the post; you will be required to have a DBS Enhanced disclosure, or a portable DBS
- To be able to deal with all information on a confidential basis and understand data protection requirements.
- To have Citizenship of the UK or the EU, or have entitlement to work in the UK

*Thames Valley Partnership is an equal opportunities employer; the aim of our policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of race, colour, ethnic or national origin, religious belief, sex, marital status, sexual orientation, gender reassignment, age or disability. We do not disbar applicants with criminal convictions and are mindful of the requirements of the Rehabilitation of Offenders Act, 1974*