



Building bridges for prisoners, their families and the community

YOUTH PROJECT OUTREACH CO-ORDINATOR

Job Description

Context

Founded in 1882, NEPACS has a long tradition of building bridges for prisoners, their families and the community. In recent times, this has included four main activities:-

- a) Provision of prison visitors' centres, tea bars and supervised play areas for children during visits.
- b) A small grant scheme for prisoners and their families
- c) Free caravan holidays for prisoners' families.
- d) Providing awareness raising events and conferences on criminal justice issues

NEPACS is led by a Chief Executive and governed by a Board of Trustees. It is a Charitable Limited Company and encourages volunteers to work alongside paid staff to provide the highest standards of service to prisoners and their families, and to promote values such as respect and integrity.

The Youth Project Outreach Co-ordinator is a new post, funded with a grant from the Northern Rock Foundation. It will build on the work of the NEPACS' youth project, which provides facilities for young people aged 8 – 18 who are visiting a relative in prison at HMP Durham, Frankland or Low Newton. The post will provide an exciting opportunity to develop a new model of work with visitors in this age group, not only for the north east, but nationally.

NEPACS' Aims

Our main aims are:

- To support and assist families and friends of prisoners in their visits to the prison.
- To ensure that children visiting relatives in prison will feel welcome and find the experience as pleasant as possible.
- To relieve hardship due to poverty of some of the offenders and their families.

Role

To co-ordinate support for young people visiting a relative in prison through mentoring and befriending, outreach visits, referrals to other sources of support and via the sessional Prison Visits Youth Projects at HMP Durham, Frankland and Low Newton.

Duties

1. To be responsible for providing one-to-one support for young people visiting prisons in Durham.

2. To identify the needs of young people visiting prison and involve young people in the development of an action plan to tackle the issues raised.
3. To recruit, train and support volunteers to provide an additional mentoring and befriending resource, and act as 'chaperones' for under-18s wishing to visit prison on their own.
4. To line manage Youth Room Play Facilitators.
5. To co-ordinate staffing of the Youth Rooms at weekends and on occasional supplementary days and ensure referrals to the outreach project.
6. To research information about other sources of support for young people in their home areas
7. To implement existing relevant NEPACS policies.
8. To attend appropriate meetings and to submit regular project reports as requested.
9. To implement financial and administrative control systems and operate within agreed budgets.
10. To undertake any other duties deemed to be within the spirit of the post and necessary for the successful operation of the project.

Accountability

The postholder will be directly accountable to NEPACS CEO on behalf of the NEPACS Board. Additional support will be provided by a member of the Board of Trustees.

Location

The post will be based at the HMP Durham Visitors Centre Youth Room.

Hours of Work

37.5 pw

Salary

£24,000 pa.

Holidays

Leave entitlement is 5 weeks (pro rata) per annum, plus Bank and Statutory Holidays; to be taken at times agreed by the CEO.

Travel Allowances

Any necessary travel during working hours will be assisted. Public transport costs will be reimbursed. If the postholder uses his/her own car, then mileage will be paid at the NEPACS approved rate (currently 40p per mile).

Duration

Fixed term – 3 years

Probationary Period

This post is subject to a 6 month probationary period.

NB please note the Offender`s Rehabilitation Act does not apply. This appointment will be subject to security and police checks.

NEPACS

Prison Visits Youth Project Worker

Person Specification

Essential:

- 1 Experience of working with young people in an informal setting
- 2 Experience of working with volunteers
- 3 Availability to work flexible hours including regular weekend working
- 4 Strong interpersonal and diplomacy skills
- 5 Ability to communicate effectively both verbally and in writing
- 6 Empathy towards young people experiencing a difficult time
- 7 Experience of project management
- 8 Experience of record keeping and effective referral systems
- 9 Ability to travel to attend meetings and events
- 10 IT skills

Desirable:

- 11 Personnel management experience.
- 12 Experience and/or qualifications in youth work
- 13 Knowledge of the criminal justice system