



Building bridges for prisoners, their families and the community

NEPACS

**Play Facilitator
HMP Frankland, Durham**

Job Description

Context

Background

Founded in 1882, NEPACS has a long tradition of supporting offenders and their families throughout the north east. In recent times this has centred on four main activities:

- a) Grant aiding specific individuals or their families in response to applications largely received through the Probation Service.
- b) Provision of holiday accommodation in the form of two caravans for families of prisoners.
- c) Provision of prison visitors centres, tea bars and supervised play areas for children during visits.
- d) Organising conferences and events to raise awareness on criminal justice issues.

NEPACS is led by a Chief Executive, Helen Attewell, and governed by a Board of Trustees. It is a Charitable Limited Company and the trustees are committed to preserving its ethos as an independent, voluntary, Community-based society working through its staff and volunteers to provide the highest standards of service to prisoners and their families.

NEPACS Aims

- 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.
- To support the education and training of offenders and other processes which may assist in their rehabilitation.
- To collect and publish information relating to criminal justice matters and to the prevention of crime.

Play Facilitator's Role

To provide a sensitive, high quality children's Play Area within HMP Frankland visits hall.

Duties

- To supervise the day to day running of the children's play area within the visits room of HMP Frankland.
- To create a positive and welcoming environment for children visiting inmates at HMP Frankland.
- To participate in developing appropriate child-care policies and ensuring their implementation
- To plan and implement the delivery of child-care services, ensuring that the highest standards of care are maintained
- To implement NEPACS' policies, and in the context of this post, have particular regard to Health and Safety and Child Protection issues
- To ensure that a suitable range of child play equipment is made available
- To recruit and support volunteers to work with children in the visits play area
- To assist in the NEPACS programme of recruitment, induction and training of volunteers
- To attend regular supervision sessions and undertake training as required

Accountability

The postholder will be accountable to the NEPACS Children's Projects Manager, acting on behalf of the Chief Executive.

Location

The post will be based at HMP Frankland, Durham, however the postholder will be required to assist in HMP's Durham and Low Newton as necessary. Travel will be required occasionally to attend meetings, which will promote the development of the project.

Working Relationships

Working contacts will be with NEPACS staff and volunteers, as well as with the visitors, inmates and their children. Good working relationships will need to be established with prison staff.

Support Facilities

Any support needs will be considered by the Prison Visits Children's Projects Manager.

Hours of Work:

6 hours per week. Flexible working hours are essential as the postholder will need to work in line with the needs of coverage at the centre and in particular, week-end working will be required. There will also be an occasional need to attend meetings during evenings and weekends.

Salary

£16,269.00 pro-rata (£8.34 per hour) paid monthly to the postholder's bank or building society account. The salary will be reviewed on an annual basis.

Pension

A group personal pension scheme is offered.

Holidays

Leave entitlement is 5 weeks per annum (pro rata) plus Bank and statutory holidays; to be taken at times agreed.

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).

Probationary Period

This post is subject to a 12 month probationary period after which, subject to satisfactory performance, the postholder will be confirmed in post.

Please note:

The Rehabilitation of Offenders Act 1974 (Exemptions) order 1975 does not apply to this post. This appointment will be subject to security and police checks.

NEPACS

Play Facilitator HMP Frankland, Durham

Person Specification

Essential:

- 1 Experience of working with children
- 2 An understanding of the developmental and play needs of children 0 – 16 years
- 3 An awareness of child protection issues
- 4 Ability to work on one's own initiative
- 5 Good communication skills, both verbal and written
- 6 Strong interpersonal and diplomacy skills and in particular an ability to establish good working relationships with staff from other agencies
- 7 Availability to work flexible hours
- 8 A commitment to anti-discriminatory practice

Desirable:

- 9 Experience of working and supporting volunteers or of volunteering
- 10 Child Care qualifications
- 11 Knowledge of the criminal justice system and the impact on children in a family
- 12 Experience of working within an institution such as a prison
- 13 IT skills