

JOB DESCRIPTION

JOB TITLE:	Employment and Training Manager
REPORTS TO:	Director of Radio and Operations
LOCATION:	Cheshire (HM Prison Styal) with regular travel to the PRA's HMP Brixton base and around the UK.
LEAVE:	24 days per annum pro rata
HOURS:	0.6 Full time equivalent
SALARY:	£18,000 per annum (£30,000 pro rata)

Please note this role will require a full prison security check prior to appointment.

ABOUT THE PRISON RADIO ASSOCIATION (PRA)

The Prison Radio Association (PRA) is an award-winning charity that has revolutionised the way we communicate in the criminal justice sector.

We were named Charity of the Year at the 2016 Third Sector Awards.

We developed and run National Prison Radio, the world's first national radio station for prisoners. It provides practical advice, support and inspirational content to people in prison, encouraging the audience to see prison as a place of positive change. The service is available in the cells of over 80,000 prisoners across England, Wales and Scotland via in-cell television.

We are also developing a brand new digital channel called Straightline which will offer audio, video, animations and text to people impacted by the criminal justice system outside prison.

ROLE DESCRIPTION:

This key member of the team will aim to move prisoners through our radio production workshops in Brixton and Styal prisons, into training and employment.

The Employment and Training Manager will develop routes into employment or training for prisoners, developing links with potential employers and training providers, working closely with individual prisoners / ex-prisoners to match skills and ambitions with employment and education opportunities after release.

They will also play a central role in commissioning an online training resource for our Straightline audience, supporting them to contribute their own user-generated content to the service and acting as the main point of contact for people who have been in prison.

MAIN DUTIES:

- To work with prisoners in the PRA's production projects at HMP & YOI Styal and HMP Brixton, developing plans for progression into education, training or employment:
 - To undertake an initial assessment with each job seeker to assess their educational, training, employment, welfare and other needs.
 - To develop a SMART individual action plan to meet the needs of each job seeker and use this to optimise outcomes for each individual.
 - To review individual action plans with each job seeker on a regular basis ensuring progress is being made in line with identified actions and goals.
 - To research suitable employment vacancies and training opportunities, in line with prisoners' career aspirations and needs.
 - To establish and maintain a database of employer links to maximise job matches.
 - To broker links with relevant employers and training providers, with a view to maximising possible links and matches of job seekers to job vacancies and training opportunities.
 - To provide careers advice and guidance which is realistic and aims to generate sustained employment outcomes.
 - To assist individual job seekers with CV development, job applications, interview skill techniques and to meet individual criteria relating to job descriptions.
 - To keep in touch with employed ex-prisoners for the first six months of their employment, providing any support as necessary.
 - To maintain a tracking system to monitor individual job seekers' progression outcomes.
 - To liaise with other support agencies (relating to housing, benefits, debt / budgeting, family relationships etc.) and develop links to ensure appropriate information is available to support effective signposting.
 - In line with the individual job seeker's action plan, signpost or refer (as appropriate) the prisoner to external / other support agencies.
 - To follow-up all referrals, ensuring an effective service has been provided and contributes to the individual job seeker's personal development.
- To develop an online production training resource for people who wish to contribute to Straightline, allowing them to use the technology in their smartphones to create multimedia content to submit for publication.
- To act as the main point of contact for people who have been in prison, including those who become Straightline contributors.
- To ensure all relevant health and safety standards are met.
- To work within the security parameters required within HM Prison Service, and to follow instructions given by senior colleagues or prison staff.
- To carry out any other reasonable duties as directed by senior PRA staff.

KNOWLEDGE, SKILLS and EXPERIENCE REQUIRED:

- At least two years experience of case management within an employment advice role, and (desirable) a relevant qualification.
- Experience of supporting individuals or small groups with job search techniques, job applications, interview skills training and meeting individual job description criteria.
- Excellent communication skills commensurate with liaising with and maintaining good relationships with employers.
- An awareness of the criminal justice environment and the needs of people within it.
- An understanding of the radio / media industries, and how production skills can be transferred to other employment sectors.
- An understanding of the benefit system and referral routes for prisoners to obtain robust benefit calculations aligned to employment salaries.
- Knowledge of welfare services (relating to housing, debt, budgeting, family relationships etc.) to meet the needs of individual prisoners.
- Ability to and experience of setting up administrative systems.
- Ability to work well as an individual and within a team environment – with the ability to contribute and share ideas and knowledge.
- Excellent organisational and administrative skills to prioritise workloads meet deadlines and respond flexibly to rapidly changing priorities.