

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Job Broker
<b>REPORTS TO:</b>	Managing Editor, National Prison Radio
<b>LOCATION:</b>	London, with occasional but regular day travel to Cheshire
<b>LEAVE:</b>	24 days per annum pro rata
<b>HOURS:</b>	0.6 Full time equivalent
<b>SALARY:</b>	£27,000 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 the Third Sector Awards Charity of the Year 2016.

It aims to reduce reoffending using the power of radio. It developed and runs National Prison Radio (NPR) – the world’s first national radio station for prisoners.

NPR provides educational and resettlement programming exclusively to prisoners 24 hours a day, seven days a week. NPR supports prisoner rehabilitation and highlights the effects of crime and imprisonment on prisoners, families, victims of crime and society as a whole.

Programmes are produced by prisoners, working side-by-side with our staff team of professional radio producers. 76% of prisoners across England and Wales listen to NPR, for an average 10.4 hours per week.

## **ROLE DESCRIPTION:**

An exciting and important new role within the PRA, the Job Broker will develop routes into employment, education or training for prisoners engaged in National Prison Radio’s radio production activities. The role involves 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 from prison.

**MAIN DUTIES:**

- To work with prisoners in the PRA's production projects at HMP Brixton and HMP & YOI Styal, 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 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:**

- An awareness of the complex needs of prisoners.
- Existing knowledge and experience of the radio / media production industry.
- At least two years experience of case management within a job brokerage role.
- Excellent communication skills commensurate with liaising with and maintaining good relationships with employers.
- An understanding of how radio / media 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.
- Experience of supporting individuals or small groups with job search techniques, job applications, interview skills training and meeting individual job description criteria.
- 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.