

## **VACANCY: CFO3 Case Manager / IAG Officer (Lincoln area)**

Lincolnshire Action Trust is a registered charity that works with individuals who are in contact with the criminal justice system across Lincolnshire and the surrounding areas. The main focus of the Trust's work is resettlement and rehabilitation support including employability; accommodation; finance and debt; and children and families; and over 2,000 clients access our services each year.

LAT is contracted to deliver HM Prison and Probation Service's 'CFO3' project in the community in Lincolnshire and in several local prisons. This is a national 'employability' project for offenders and prisoners which offers a range of interventions including:

- Core activities such as information, advice and guidance (IAG); disclosure support, assistance with money management and budgeting; benefits advice; employability interventions e.g. CV's interview techniques, job search; obtaining ID;
- Specialist support in relation to substance misuse and mental health; accommodation; debt and financial management; mentor support
- Access to vocational and educational courses
- Support to enter and sustain employment

In addition to the 1-1 and small group delivery of the interventions above, our CFO3 team are also involved with employer liaison, negotiating work placements and arranging education and training opportunities for project participants.

We are now looking for a Case Manager / IAG Officer to join the team. This post will cover Lincoln, with some outreach delivery to other locations as needed. There may also be opportunity to work in local prisons as part of the project. The post is full time, although we would also welcome applicants who are seeking part-time employment. Ideally you will hold a minimum NVQ3 in Advice, or an NVQ4 in Guidance.

The starting salary for the post is £21,401 for practitioners holding a relevant level 4 qualification. We also operate a band which commences at £18,540 for practitioners holding a relevant level 3 qualification and working towards level 4, as well as a trainee band for people new to this work, starting at £17,000. The starting salary within a band is dependent on relevant experience and qualifications.

In addition, the Trust offers a 6% employer pension scheme via auto-enrolment and a minimum of 33 days annual leave per year including statutory holidays, increasing by one day per full year of service to a maximum of 38 days (pro rata for part time posts), a salary sacrifice scheme for childcare vouchers and a health and wellbeing service. The Trust is committed to ongoing professional development of all our staff and encourages individuals to participate in relevant training and development.

This post is currently funded until 31<sup>st</sup> December 2020, although an extension is pending.

The post is subject to an Enhanced DBS.

No CV's or agencies please.