

## **Children and Families Officer - Additional Information**

Lincolnshire Action Trust is a charity that has worked with offenders and prisoners and their families in Lincolnshire and surrounding areas since 2000. The main focus of our work is resettlement and rehabilitation support including employability; accommodation; finance and debt; and children and families and over 3,000 clients access our services each year.

Over 125,000 children in England and Wales have a parent in prison and these children will experience a range of emotions, fears and concerns which will have an impact on their schooling, family relationships, health and general wellbeing. The purpose of our Family provision is therefore to develop a range of support services for the families of prisoners to encourage increased contact, to facilitate visits, to mediate for the children, to provide signposting support to mothers and carers and to arrange parenting skills courses. This is achieved through a variety of elements including developing play activities for the children to participate in during visits; acting as a point of contact before and after visits; liaising and negotiating with Prison and Probation staff, internal and external agencies, schools etc.

We are recruiting a part time **Children and Families Officer** to support delivery of our Family provision at HMP North Sea Camp. The post-holder will work directly with both families and prisoners, therefore will need to deal with high levels of emotion and conflicts / conflict resolution, therefore it is important that an objective but sensitive and professional approach can be adopted.

This post is part time every Saturday and Sunday between 0800 and 1630 (16 hours per week). There is also an option of a job share, working either alternate weekends or every Saturday or every Sunday (average 32 hours per month).

The post is within Band B, which commences at £17,909 for individuals holding a relevant level 3 qualification (pro rata for part time staff). We also operate a trainee salary band for applicants who are new to this area of work which starts at £15,981 as well as a 'Level 4 qualified' band which starts at £20,500. The starting salary within a band is dependent on relevant experience and qualifications.

In addition, the Trust offers a 6% employer pension contribution on joining our auto-enrolment scheme; 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 & wellbeing service. The Trust is committed to ongoing professional development of all our staff and encourages individuals to participate in relevant training and development.

The posts will be based at HMP North Sea Camp, a category D prison with an operational capacity of approximately 400 sentenced prisoners, some of whom have been convicted of sexual offences.

The post is funded initially until 1<sup>st</sup> October 2020.

This post is subject to Enhanced DBS disclosure and prison vetting.