

**VACANCY: Sessional Visit Support Staff  
(various locations)**

Lincolnshire Action Trust is a registered charity that works with offenders and prisoners in Lincolnshire and the surrounding area. 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 2,500 clients access our services each year.

Over 125,000 children in England and Wales have a parent in custody 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. We therefore provide a range of interventions for the children 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. Our Children and Families staff contribute to this work by developing and delivering stimulating and enjoyable play activities for children to engage with during visits, as well as supporting family members before, during and after visits.

We are looking to increase our pool of sessional staff available for each location to support various visit sessions, as well as ad hoc family visit days throughout the year. The locations include:

**HMP Hull** – a category B closed male prison in Hull

**HMP Humber** – a category C male closed prison near Brough, Hull

**HMP Lincoln** – a category B closed male prison in Lincoln

**HMP North Sea Camp** – a category D open male prison at Frieston near Boston

**HMP Stocken** – a category C closed male prison at Stretton near Oakham

**IRC Morton Hall** – an Immigration Removal Centre for men, near Swinderby, Lincoln

The table below shows the current visit times at each prison, and each month sessional staff will be contacted to seek their availability for available sessions the following month. Sessional staff therefore need to be flexible in their availability, and be able to cover at least two sessions each month. *Please state your preference for location/s on the application form.* Sessional work can work particularly well for people wanting to gain experience to supplement academic study and people with other part-time roles or responsibilities which require flexibility in hours worked.

The salary for this post is circa £17,000 pro rata, dependent on skills and experience. In addition, the Trust offers a 6% employer pension contribution via auto-enrolment for eligible employees; 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). The Trust is committed to ongoing professional development of all our staff and encourages individuals to participate in relevant training and development.

Due to the locations of these roles, applicants should be 18 or over.

Sessional staff are subject to an Enhanced DBS disclosure and HMPPS security clearances.

Current Visit Times (not all sessions require sessional staff each week)

HMP Hull	Monday 0915 – 1130 / 1415 – 1615 Tuesday 1800 – 1900 Friday 0930 – 1130 / 1415 – 1615 Saturday 0930 – 1130 / 1415 – 1615 Sunday 0930 – 1130 / 1415 - 1615
HMP Humber	Monday 1400 – 1600 Tuesday 1400 – 1600 Wednesday 1400 – 1600 Thursday 1400 – 1600 Friday 1400 – 1600 Saturday 0900 – 1100 / 1400 – 1600 Sunday 0900 – 1100 / 1400 – 1600
HMP Lincoln	Tuesday 1400 – 1600 Wednesday 1400 – 1600 Thursday 1400 – 1600 Saturday 0900 – 1100 / 1400 – 1600 Sunday 0900 – 1100 / 1400 – 1600
HMP North Sea Camp	Wednesday 1330 – 1545 Saturday 0900 – 1100 / 1330 – 1545 Sunday 0900 – 1100 / 1330 – 1545
HMP Stocken	Wednesday 1345 – 1545 Thursday 1345 – 1545 Saturday 0915 – 1115 / 1345 – 1545 Sunday 0915 – 1115 / 1345 – 1545
IRC Morton Hall	Monday 1315 – 1615 Tuesday 1315 – 1615 Wednesday 1315 – 1615 Thursday 1315 – 2015 Friday 1315 – 1615 Saturday 1315 – 1615 Sunday 1315 – 1615 / 1730 – 2015

***Please state which location/s you are interested in on your application form.***