

## Visits Support Officer - Additional Information

Lincolnshire Action Trust is a charity that has worked with individuals who are directly and indirectly involved in with the criminal justice system 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 2,500 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 Support provision is therefore to develop a range of 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 **Visit Support Officer** to support delivery of our Family provision at HMP Humber. The post-holder will work directly with families who visit the prison. The post holder may encounter 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 (approximately 22.5 hours per week) and will involve working two weekends each month as part of a rota, plus one or two week days. We anticipate the working pattern will be Friday, Saturday, Sunday one week, then Wednesday, Thursday, Friday the following week, although this is open to discussion.

The post is within Band B, which commences at £17,000 for individuals working towards a relevant level 3 qualification. 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 & 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 post will be based at HMP Humber, a category C training prison with an operational capacity of approximately 1,000 sentenced prisoners, although occasional work may be required at other prisons in the local area.

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

Due to the location of the role, applicants must be 18 over. This post is subject to Enhanced DBS disclosure and security clearances.