

Information, Advice and Guidance Officer/ Employability Tutor - Lincolnshire Action Trust

HMP Stocken, Rutland, East Midlands - Permanent

37 hours per week Monday to Friday

Are you able to empower others to realise their full potential?

If you believe in our five core values:

Achievement – Empowerment - Inspiration – Quality – Respect

Then read on.....

We are looking for you if you are able to:-

- provide adult employment advice and guidance and associated support
- develop and maintain positive relationships and positively interact with a range of individuals
- work independently and also within a team
- display self-motivation and are able to motivate others
- effectively plan and organise your day
- demonstrate a solution focussed approach
- demonstrate effective use of IT to record data and your consistent recording and reporting ability
- support our clients within the criminal justice system

You *may* also have the following:-

- experience of working with those in the criminal justice system and/or an understanding of the barriers experienced by those with a criminal conviction
- experience of delivering employability training and or government funded training provision
- experience of being employed by one organisation but working within a second

Other requirements:-

- You will have a full and valid car driving licence, access to a vehicle and be able to travel if required
- You must also have the right to work in the UK (you must be able to demonstrate this)
- Safeguarding, health and safety and confidentiality are important to us and we would like to believe that they are just as important to you. We will expect all candidates to demonstrate knowledge and compliance in these areas
- The post will be subject to an enhanced DBS with barred list check and prison vetting.

Our clients are central to everything that we do.....

Lincolnshire Action Trust (LAT) is a registered charity that works with individuals who are in contact with the criminal justice system across Lincolnshire and surrounding areas. The main focus of our work is resettlement and rehabilitation including employability, accommodation, finance and debt and work with children and families. Over 20,000 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 individuals with a criminal conviction in the community and in prison 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 and support to enter and sustain employment.

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

Our benefits

- a competitive salary of £22,413 for practitioners holding a relevant level 4 or equivalent qualification. We also operate a band which commences at £19,700 for individuals 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 £17,340.

- a minimum of 33 days annual leave per year (pro rata part time) including statutory holidays, increasing to by one day per full year of service to a maximum of 38 days
- access to a non-contributory cash back health scheme and well-being service
- a salary sacrifice scheme for childcare vouchers
- ongoing training and development as we expect staff to continually update their skills and knowledge

Still interested?

We would love to hear from you.

Please submit your CV and provide details of any gaps in employment history.

Applications must arrive with us no later than 9am on Wednesday 12th January 2022. If we have sufficient applications beforehand we reserve the right to close the opportunity earlier.

The assessment will include an interview and a role play.

We will not accept applications from agencies.