

Lincolnshire Action Trust **Departure Lounge Assistant**

Lincolnshire Action Trust:

Lincolnshire Action Trust was established in 2000 and works with a variety of agencies within the criminal justice system to reduce re-offending, by working with offenders to address some of the issues and challenges which have resulted in their sentence.

The charity offers a range of training opportunities and employment support to prepare people for their release. Additional key services are also offered to their families and dependants, both during their time in prison and following their release.

General overview:

Lincolnshire Action Trust's innovative Departure Lounge facility is available to every person released from HMP Lincoln, providing advice and practical support such as accommodation advice, making contact with probation and supporting agencies, local services available, money and benefits, or simply giving directions. Every person is offered a 'release pack' containing essentials such as a toothbrush, toothpaste, contraception, clean socks and underwear, and key contact information. The Departure Lounge also provides a safe environment for family, friends, and support agencies to meet people on release.

The main tasks will include:

- Working as a member of a team to greet people being released from HMP Lincoln
- Speaking to those being released to ascertain their support needs
- Listening and talking to family members or support services that arrive to meet those being released
- Liaising with external agencies such as probation and supporting agencies
- Providing advice and support where required
- Organising release packs and donations in the Departure Lounge

Skills required:

- Patience and understanding
- Adaptability
- Reliability and commitment
- Friendly and welcoming attitude
- Confident and able to use own initiative

Requirements:

- Due to the nature of the project, volunteers must be over 18
- Advanced DBS including Children and Adult Barred List

Locations:

This volunteer role is available at:

- HMP Lincoln

Expenses:

- Public transport costs with receipts or mileage up to a 20 mile radius at 45p per mile

Training and support:

- Initial project induction and training, including safeguarding and an overview of the criminal justice system
- LAT offers a training and recognition day for all volunteers annually

- Volunteers may be eligible to attend some prison organised training

Commitment:

LAT asks volunteers to:

- Commit to the project and its purpose
- Give notice of absence as soon as possible
- Be available for a minimum of three sessions/12 hours per month (availability on Friday is desirable)
- Undertake an induction and training programme
- Agree to an Enhanced DBS check and reference checks
- Working hours are 08:00 until a maximum of 11:00 Monday – Friday

Volunteers can expect:

- Regular support and supervision from the volunteer coordinator and senior practitioners
- Training and progression opportunities
- A clear and understandable volunteer policy
- Invitation to volunteer meetings
- Recognition of their work

Recruitment process:

- Email or call for more information or to request an application form. Alternatively download an application form from the website
- Complete and return the application form via post or email
- Applicants will be invited to attend an informal interview with the volunteer coordinator and/or a senior practitioner
- If both parties wish to continue the application process a DBS (Disclosure Barring Scheme) will be required and references will be sought
- The applicant will then be invited to a volunteer training session relevant to the role they have applied for
- After training, the applicant will meet with the volunteer coordinator and/or senior practitioner after training to discuss next steps
- Volunteers will be given regular support and supervisions, as well as the opportunity to access development opportunities and training. Volunteers are also reimbursed for 'out of pocket' travel and expenses incurred in the role

To apply:

- Download an application form from the 'Getting Involved' page of our website
- Email volunteering@LATcharity.org.uk
- Ring 01522 806611
- Next steps and further information will be given on receipt of an application form