

VACANCY: Learning & Development Officer (Volunteers) **(Lincoln based, with travel required)**

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 children and families; and over 20,000 clients access our services each year.

We have a long history of successfully recruiting and training volunteers to support various aspects of our delivery, including our work with families in prisons across the region, and of providing 1-1 mentoring support to clients at various points within their criminal justice journey.

Our volunteering provision has been awarded the NCVO Approved Provide Standard and feedback from both mentors, mentees and other stakeholders is consistently positive. We work closely with a number of criminal justice partners to ensure the needs of individuals referred for mentoring support are addressed.

The **Learning & Development Officer (Volunteers)** is central to ensuring volunteers are recruited, trained and supported to continue to be a valuable element of LAT's support for individuals involved in the criminal justice system. On occasion, the Learning & Development Officer (Volunteers) will also provide direct support to mentees where a mentor cannot be matched.

The post is full time, although we would also welcome applicants who are seeking part time or flexible working. It is likely that the role will work from our Head Office in Lincoln, with some home working and travel throughout the area will be required. Ideally you will hold a minimum NVQ3 in Advice, or an NVQ4 in Guidance, or be willing to work towards this qualification.

The starting salary for the post is £21,401 for practitioners holding a relevant level 4 qualification. We also operate a band which commences at £18,540 for practitioners 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 £17,000. The starting salary within a band is dependent on relevant experience and qualifications.

In addition, the Trust offers a 6% employer pension contribution 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 access to a health and 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 provision is initially funded for 18 months.

Posts are subject to an Enhanced DBS.