

Lincolnshire Action Trust

Job Description and Person Specification

Job Details

Job Title	Project Officer – Criminal Justice – Kickstart Scheme
Reports to	Senior Practitioner to be identified
Based at	HMP Lincoln / Head Office, Newland Lincoln
Hours Per Week	25
Grade/Salary	NMW for age
Purpose of Job	To support individuals involved in the criminal justice system, and their families, to overcome barriers and improve and move on with their lives, under supervision of an experienced Practitioner
Scale of Responsibilities	To assist a practitioner working with individuals and undertake timely and accurate record keeping.

Key Responsibilities

1	To assist a practitioner to work with individuals and in small groups; to encourage them to identify and respond to their own needs, interests and personal development.
2	To assist in the planning and delivery of one-to-one and group sessions to address the identified needs of clients.
3	To signpost and support individuals to make best use of community resources
4	To advocate on behalf of individuals with other agencies, for example with Department for Work and Pensions, housing providers etc
5	To support the planning of an exit strategy for clients approaching the end of their intervention.
6	To ensure accurate and timely records are maintained.
7	To pay attention to and work within LAT's policies and procedures and those of identified partners.

Person Specification

Area	Essential	Desirable (or skills to develop)
Knowledge and Skills	Ability to communicate well verbally and using the written word.	Essential skills will be developed further plus:

	<p>Ability to work on own initiative</p> <p>Ability to work to deadlines and plan and organise work</p>	<p>The role of criminal justice partners</p> <p>Range of interpersonal skills such as active listening, empathy, interviewing, explaining, summarising, teamworking and leading group working</p> <p>Understanding complex and multiple needs of others</p> <p>IT skills</p> <p>Accurate record keeping/attention to detail</p>
Qualifications	n/a	
Previous Experience	Understanding of the support needs of individuals involved in the criminal justice system and their families	
Personal Qualities/Behaviours	<p>High regard for confidentiality</p> <p>High regard for professional boundaries</p> <p>Ability to interact with others in a pleasant & professional manner</p> <p>Enjoy providing support to others</p>	
Other requirements	<p>Committed to valuing diversity</p> <p>Committed to ongoing personal development</p> <p>Subject to an Enhanced DBS check and prison vetting</p>	Full car driving licence & access to a vehicle