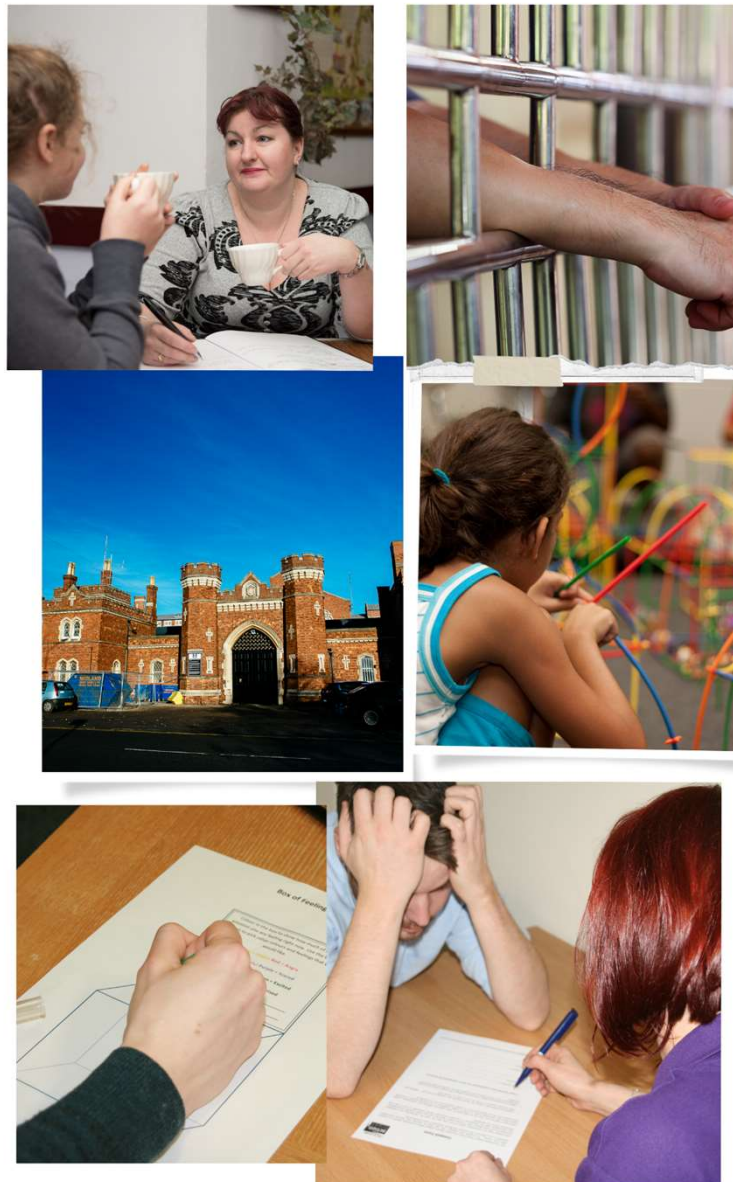


# Recruitment Information Pack



Our vision is of a world in which all individuals involved directly or indirectly with the criminal justice system are treated with respect, have equality of opportunity and are empowered to achieve their full potential

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# Welcome

Dear candidate,

Thank you for taking an interest in the work of Lincolnshire Action Trust.

Working in the voluntary sector is like no other. The sector is able to transform and flex to make a real difference to the lives of some of the most marginalised individuals in society and this autonomy offers huge job satisfaction.

We are a values-driven charity with an ethos for 'going the extra mile', where staff are committed to delivering high quality, people-centred services. We empower our staff and management team to be innovative in designing interventions and services to meet the needs of our clients, which has resulted in notable developments including the introduction of nationally recognised provision such as the UK's first prison Departure Lounge in 2015, and SPARC (Supporting People After Remand or Conviction), a highly regarded entry to custody provision.

This is a really exciting time for LAT. The last two years have seen a period of sustained growth for our charity, and with a new Chair and Board of Trustees and a new Organisational Strategy, we are now recruiting two new Heads of Service to join our Senior Leadership Team. These roles will play a key part in the next stage of our development and are part of our plan to have an even greater impact on the lives of those affected by the criminal justice system.

If you would like an informal chat about the role you're applying for, please contact us on 01522 806611 or email [HR@LATcharity.org.uk](mailto:HR@LATcharity.org.uk).

We look forward to hearing from you

*Alison Goddard*

Alison Goddard  
Chief Executive



# About Lincolnshire Action Trust

Lincolnshire Action Trust (LAT) is a resettlement and rehabilitation charity, working with individuals at every point of the criminal justice system from arrest, at court, into custody and back into the community. We also have specific services for women and support children and families who are affected by imprisonment, or by the substance use of a family member.

We were established in 2000 and now deliver services in Lincolnshire, Nottinghamshire, Rutland and Humberside, delivering over 20,000 interventions each year.

## Our Charitable Objects

- ▶ The care and resettlement and rehabilitation of individuals involved in the criminal justice system, and those at risk of offending and their families and dependants primarily, but not exclusively, in the County of Lincolnshire;
- ▶ To provide, promote, support or organise the recruitment and training of individuals involved in the criminal justice system, and those at risk of offending, and to assist them in finding employment and accommodation and to rehabilitate themselves;
- ▶ To further and promote the study of and research into all aspects and methods of the prevention of crime, social exclusion and delinquency and to obtain and make records of and disseminate information concerning the same;
- ▶ To relieve the suffering of families and carers whose lives have been affected by substance misuse in Lincolnshire by providing support and information to help reduce drug and alcohol related harm.

## Our Mission

Our mission is to be the 'go to' provider of innovative, high quality, effective interventions for families and individuals involved with the criminal justice system, to address their needs and empower them to positively move on with their lives.

## Our values

- ▶ **Achievement:** to achieve the best outcome for others and myself.
- ▶ **Inspiration:** to positively motivate and influence others.
- ▶ **Empowerment:** to give power to individuals and encourage them to increase their confidence.
- ▶ **Quality:** to work to the highest standards at all times
- ▶ **Respect:** to be respectful and considerate to others

*"I consider LAT one of the best organisations that I have ever worked with both in Probation and Prisons"*  
Governing Governor

# Staff Care & Development

## Confidential Staff Care Service

All staff have access to our free, confidential 24/7 employee assistance programme. Staff can use this to speak to someone about anything that is concerning them, whether work related or not, including legal matters, debt and money advice, health and wellbeing support and counselling.

## Staff Development

We take pride in the extensive development programme available to staff across LAT. We offer a range of in-house and external learning opportunities, including nationally recognised qualifications. We offer paid study time to gain qualifications relevant to the job role. We also actively encourage staff to pursue personal development opportunities.

*“Staff Continuing Professional Development is exceptionally well supported.”*

LAT Matrix Assessment  
Report 2021

# Head of Service Community

Lincolnshire Action Trust Job Description	
<b>Job title:</b> Head of Community Services	
<b>Main purpose of job:</b> Operational management and leadership responsibility for the efficient and effective delivery of high-quality community services contracts within the required specifications.  This role description is not exhaustive and may be amended depending on the business needs at the time.	
<b>Environment:</b> Hybrid working. Staff are based in the offices of partner agencies throughout Greater Lincolnshire from Scunthorpe and Grimsby in the North to Grantham and Boston in the South. This will necessitate regular travel between sites with an element of 'hot desking', as well as to the Head Office in Newland and some home-based working.	
<b>Department:</b> Operations	<b>Location:</b> Head Office, Newland, Lincoln
<b>Position reports to:</b> Director of Operations  Member of the LAT Leadership Team	<b>Resources:</b> 8 Managers/Senior Practitioners and their direct reports based at up to 10 community delivery sites.  Operational management of 10 projects/ funding streams of up to £200k each per annum.
<b>Length of contract:</b> Permanent	<b>Salary Band:</b> Head of Service
<b>Version History:</b>  Version 1.0	  New Role



## Main Duties

To coach, motivate and inspire managers and staff within services for which you are responsible with the aim of achieving service delivery excellence.

To ensure each project at least meets and preferably exceeds agreed targets, and delivers value for money.

To draw down full contract value within agreed time scales and within other contractual requirements.

To be the designated safeguarding lead for community services in line with LAT protocols.

To ensure that management of staff within is the Community Team is carried out in accordance within current and agreed LAT staff management processes liaising with senior management colleagues and partners in the HR Team when necessary.

To ensure service budgets are managed effectively and efficiently consulting with partners in the Finance Team.

To foster and lead cooperation and collaboration with relevant key stakeholders, commissioners, agencies, and services to maximise efficiency and effectiveness when meeting client need.

Promote local, inclusive and open decision making across all areas of the Community Team.

To proactively identify and maximise business development opportunities.

To ensure accurate record keeping across all services in line with data protection and relevant security requirements.

To contribute to the effective awareness raising and information sharing about all aspects of the Trust's work, including delivering training and presentations as appropriate.

To be a positive role model to staff across the organisation.

To deputise for other senior management colleagues as and when necessary.

To perform any other duties that are fitting to the role.

Person Specification		
Factor	Essential	Desirable
Qualifications		
Degree level or equivalent	X	
Relevant experience		
Management and development of staff	X	
Safeguarding co-ordination of adults and children	X	X
Contract management, negotiation, achievement of targets and compliance		
Stakeholder management	X	
Operational decision making	X	
Budget management	X	
Core Competencies Required (see detail)		
Organisational Performance Managing resources and risk Achieving results Leading change and innovation	X	
Personal Effectiveness Managing yourself Making decisions Communicating and influencing	X	
Interpersonal Excellence Building relationships and networks Developing people capability Providing purpose and direction	X	
Our Values		
Achievement: to achieve the best outcome for others and myself	X	
Empowerment: to give power to individuals and encourage them to increase their confidence	X	
Inspiration: to positively motivate and influence others	X	
Quality: to work to the highest standards at all times	X	
Respect: to be respectful and considerate to others	X	
Life-long learning: ongoing, voluntary, and self-motivated pursuit of knowledge.	X	



Factor	Essential	Desirable
Other		
Passion for the mission of LAT and the client group	X	
Tenacity	X	
Positive attitude	X	
Ability to travel from site to site	X	
Ability to work unsocial hours if required	X	
Able to work in a fast-paced environment	X	
Full clean car licence	X	
Access to a vehicle	X	
Vetting		
DBS - Enhanced with Adult Barred List	X	

### Equal opportunities

- ▶ Lincolnshire Action Trust is fully committed to eliminating discrimination and promoting equality and diversity in our workforce and employment practices, in the work we undertake, and in the provision of all our services. We therefore expect all LAT staff to be willing and able to make a positive contribution to the promotion and implementation of our Equality and Diversity policy

# Head of Service Custody

## Lincolnshire Action Trust Job Description

**Job title:** Head of Custody Services

**Main purpose of job:** Operational management and leadership responsibility for the efficient and effective delivery of high-quality community services contracts within the required specifications.

This role description is not exhaustive and may be amended depending on the business needs at the time.

**Environment:** Hybrid working. Staff are based in prisons throughout the region and in police stations across Lincolnshire. This will necessitate regular travel between sites with an element of 'hot desking', as well as to the Head Office in Newland and some home-based working.

**Department:** Operations

**Location:** Head Office, Newland, Lincoln

**Position reports to:** Director of Operations

Member of the LAT Leadership Team

**Resources:** 8 Managers/Senior Practitioners and their direct reports based at up to 10 community delivery sites.

Operational management of 10 projects/ funding streams of up to £200k each per annum.

**Length of contract:** Permanent

**Salary Band:** Head of Service

**Version History:**

Version 1.0

New Role

## Main Duties

To coach, motivate and inspire managers and staff within services for which you are responsible with the aim of achieving service delivery excellence.

To ensure each project at least meets and preferably exceeds agreed targets, and delivers value for money.

To draw down full contract value within agreed time scales and within other contractual requirements.

To be the designated safeguarding lead for custody services in line with LAT protocols.

To ensure that management of staff within the Custody Team is carried out in accordance with current and agreed LAT staff management processes liaising with senior management colleagues and partners in the HR Team when necessary.

To ensure service budgets are managed effectively and efficiently consulting with partners in the Finance Team.

To foster and lead cooperation and collaboration with relevant key stakeholders, commissioners, agencies, and services to maximise efficiency and effectiveness when meeting client need.

Promote local, inclusive and open decision making across all areas of the Custody Team.

To proactively identify and maximise business development opportunities.

To ensure accurate record keeping across all services in line with data protection and relevant security requirements.

To contribute to the effective awareness raising and information sharing about all aspects of the Trust's work, including delivering training and presentations as appropriate.

To be a positive role model to staff across the organisation.

To deputise for other senior management colleagues as and when necessary.

To perform any other duties that are fitting to the role.

Person Specification		
Factor	Essential	Desirable
Qualifications		
Degree level or equivalent	X	
Relevant experience		
Management and development of staff	X	
Safeguarding co-ordination of adults and children	X	
Contract management, negotiation, achievement of targets and compliance	X	X
Stakeholder management	X	
Operational decision making	X	
Budget management	X	
Core Competencies Required (see detail)		
Organisational Performance Managing resources and risk Achieving results Leading change and innovation	X	
Personal Effectiveness Managing yourself Making decisions Communicating and influencing	X	
Interpersonal Excellence Building relationships and networks Developing people capability Providing purpose and direction	X	
Our Values		
Achievement: to achieve the best outcome for others and myself	X	
Empowerment: to give power to individuals and encourage them to increase their confidence	X	
Inspiration: to positively motivate and influence others	X	
Quality: to work to the highest standards at all times	X	
Respect: to be respectful and considerate to others	X	
Life-long learning: ongoing, voluntary, and	X	

Factor	Essential	Desirable
Other		
Passion for the mission of LAT and the client group	X	
Tenacity	X	
Positive attitude	X	
Ability to travel from site to site	X	
Ability to work unsocial hours if required	X	
Able to work in a fast-paced environment	X	
Full clean car licence	X	
Access to a vehicle	X	
Vetting		
DBS - Enhanced with Child Barred List	X	
Prison Vetting	X	

## Equal opportunities

- ▶ Lincolnshire Action Trust is fully committed to eliminating discrimination and promoting equality and diversity in our workforce and employment practices, in the we undertake, and in the provision of all our services. We therefore expect all LAT staff to be willing and able to make work a positive contribution to the promotion and implementation of our Equality and Diversity policy
- ▶ We are proud to be a ‘Ban the Box’ employer, meaning we do not ask applicants to disclose any record of criminal convictions at the application stage. Applicants will instead be asked to disclose during interview.

# Staff Benefits

- ▶ Salary @ £37,000
- ▶ A friendly and welcoming work environment
- ▶ Flexible working, including hybrid working where possible
- ▶ Ongoing opportunities for professional development
- ▶ 6% employer pension contribution
- ▶ Enhanced sickness absence pay
- ▶ Generous annual leave entitlement, increasing with length of service, and ability to buy/sell annual leave
- ▶ Reward Gateway - discounts, offers and cashback with over 500 retailers and service providers
- ▶ ClassPass - online content for all types of fitness and wellbeing classes
- ▶ Access to Credit Union products including low-cost loans and saving accounts, via salary deduction
- ▶ All staff to have a 'benefits account' that can be used to personalise benefits to each individual, covering the following:
  - ▶ Cash Plan
    - ▶ Cash reimbursement of GP charges, optical costs, dental costs, specialist consultations and tests, therapies such as physiotherapy, acupuncture, osteopathy,
  - ▶ Employee Assistance Programme
    - ▶ Access to a free, confidential 24 hour assistance service. This can be used for anything work related or not, and covers wellbeing and health information, debt and money management support and legal information. Telephone counselling is also available
  - ▶ Discounted gym membership with selected gyms
  - ▶ Non-vocational learning opportunities
- ▶ Monthly supervision

*"There is a commitment by staff to go above and beyond to support vulnerable clients."*

Staff member



# Job Advert & How to Apply

## Head of Service Custody Services

## Head of Service Community Services

2 roles both 37 hours per week

Are you an experienced manager working within the Criminal Justice System but wish to work more autonomously?

Or are you an established manager in another sector looking for a change?

Our clients are central to everything that we do, come and be part of our journey.....

Do you relish leading others to provide service delivery excellence to other key agencies?

This is an exciting time for our organisation as we have created two new positions that will be key in achieving our future aspirations. You will be able to work in a fast-paced environment, be adept at people management, embrace change, have an ability to positively engage with key stakeholders and be able to champion the services you manage to increase the benefit to our service users. You will have been involved in safeguarding co-ordination, have experience of managing budgets and preferably management of contracts.

We would also like to think that you are passionate about our five core values and can demonstrate this:

Achievement - Empowerment - Inspiration - Quality - Respect

A management qualification would also be an advantage and we will expect you to be able to demonstrate the following management competencies:

**Organisational Performance:** managing resources and risk, achieving results, leading change and innovation

**Personal Effectiveness:** managing yourself, making decisions, communicating and influencing

**Interpersonal Excellence:** building relationships and networks, developing people capability, providing purpose and direction.

Moreover, 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 in these areas.

### Still Interested?

We would love to hear from you. Apply via the link to the ATS.

Head of Custody Services -

<https://lincolnshireactiontrust.peoplehr.net/Pages/JobBoard/Opening.aspx?v=5fb69316-3e4d-4fbb-b181-21cd1e0b5bb6>

Head of Community Services -

<https://lincolnshireactiontrust.peoplehr.net/Pages/JobBoard/Opening.aspx?v=2fa67203-0876-4b0d-9fb6-81>

*"I'm extremely grateful for your help. No other prison I've been in has this"*

Individual supported at LAT's Departure Lounge