

Job Description and Person Specification

Job Title:	Offender Mentoring Officer
Project:	Aasha
Type:	Full time (37.5 hours per week) until 30 th June 2020 with possibility of extension depending on funding
Salary:	£22,000 – £24,950 per annum
Responsible to:	Aasha Project Manager

1.1 Job Purpose

To provide tailored mentoring support to ex-offenders which may including through the gate services with the objective of successfully and sustainably reintegrating them into society and reducing reoffending

1.2 Major duties and responsibilities

Ex-offenders mentoring

1. To screen and assess the needs, risks and challenges of ex-offenders referred to the project and manage a caseload of ex-offenders to be supported
2. To work with ex-offenders to develop action plans and work towards goals and targets
3. To conduct face-to-face meetings with ex-offenders at least once a fortnight
4. To offer tailored advice to ex-offenders, guidance and support relating to accommodation, training, employment, health, financial matters etc. as well as social and emotional needs using a culturally sensitive approach.
5. To research available support on a range of relevant issues (eg, debt, housing, parenting, health issues, counselling, sexual abuse, alcohol, substance misuse etc.) in order to provide and coordinate appropriate specialist support
6. To work alongside agencies that may be involved in working with the ex-offender including Probation Service, Mental Health Service, Prison Service and the Metropolitan Police
7. Where required to work alongside the relevant agencies to offer families of ex-offenders advice, guidance and relevant support
8. To mentor ex-offenders with the objective of instigating positive behavior change, improving capabilities and access to opportunities, and reducing the risk of reoffending
9. To ensure where concerns are raised about a child or adult's welfare and safety, appropriate action is taken to support vulnerable children and adults in conjunction with Social Care and Safeguarding Policies
10. To develop a 'My Pathway Passport' for each ex-offender completing their agreed duration of engagement to enable continued progress beyond the duration of their engagement in this project
11. To complete and ensure that relevant monitoring information is being completed at the required intervals, including up to 3 months after engagement of ex-offender in this project

12. To maintain regular contact and keep manager and Senior Project Officers updated on the programme.
13. To keep an accurate and up to date case file on all ex-offenders engaged and supported
14. To work closely with the Manager to plan, facilitate and deliver the mentoring provision to ex-offenders within the agreed outputs, timeframe and budget.
15. To develop annual work and activity plan taking into consideration annual targets and outputs
16. To work closely with the Manager to ensure that all targets, outputs and outcomes are achieved.
17. To inform and communicate with the Manager if any changes, amendments are required to the plan.
18. To be responsible for the development, upkeep & implementation of individual action plans, reviews and monitoring information of all the clients using project templates.
19. To accurately maintain casework files.
20. To ensure that all relevant monitoring information is submitted as and when required.
21. To update the Manager on a weekly basis on the work that has been undertaken and completed.
22. To ensure full participation in the following internal meetings: senior workers meetings, one-to-one and supervision meetings and any other meetings that may be deemed necessary as required by the post.
23. To undertake and complete training and personal developmental programmes/courses deemed necessary for the post.
24. To take part in annual Osmani Trust events and activities.
25. To carry out any other tasks commensurate to the post.

Health & Safety

1. To observe Osmani Trust's Health and Safety and other organisational policies and implement good practice in all work carried out.
2. To report any concerns about Health and Safety to the Project Manager as soon as possible and to take any necessary emergency measures.
3. To ensure that accidents are recorded in the Accident Book and reported to the Project Manager, and that any appropriate action is taken.

General

1. To co-operate with all members of staff and work with colleagues as a team.
2. To demonstrate a commitment to personal development and professional training and to attend relevant courses as agreed.
3. Attend relevant forums and networking events to represent Osmani Trust/ Aasha as agreed.
4. Assist in publicising the activities and events of Aasha and Osmani Trust.
5. To work at all times within Osmani Trust's policies and procedures, particularly Child Protection, Equal Opportunities and Health and Safety Policies.
6. To carry out all work allocated/designated by the Manager within the given deadlines.

**Commensurate statement**

The post holder will from time to time undertake any other duties of a similar nature, which are commensurate with the grade and seniority of the post from time to time by the Project Manager or Osmani Trust Executive Director.

Equal opportunity statement

To promote and comply with the OT Equal Opportunities Policy in the opposition and eradication of all forms of discrimination and ensure that services are accessible to all users.

Person specification

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<i>Knowledge, Qualifications and Experience</i>	<i>Assessment</i>	<i>Essential or desirable</i>
An understanding of the impact of imprisonment on the client and their families	Application form and interview	E
Experience of interagency working, building partnerships and promoting positive relationships	Application form and Interview	E
At least 1 years' experience of working with offenders or ex-offenders aged 18 - 25 in either a paid capacity or volunteer	Application form and interview	E
Educated to degree level or equivalent	Application form	E
A very strong grasp of the judicial system	Application form and interview	E
An understanding and an empathy towards the difficulties ex-offenders are experiencing and an ability to relate to them on a one-to-one basis	Interview	E
An awareness of the needs of Aasha client groups (ex-offenders)	Application form and interview	E
Knowledge of support provisions, education and developmental opportunities for offenders.	Interview	D
<i>Abilities/Skills</i>		
Ability to motivate adults	Interview	E
Ability to communicate effectively both verbally and in writing	Application form and interview	E
Ability to develop and maintain effective relationships with clients, staff, families, carers and other colleagues.	Interview	E
Good IT skills ie, ability to use Microsoft applications	Application form and interview	E
Able to work regular afternoons, evenings, weekends, occasional outings and possible residential	Interview	E
Strong interpersonal and diplomacy skills.	Application form and interview	E
Ability to communicate orally and write reports to a high standard and maintain records clearly and concisely	Application form and interview	E
Commitment to working both within a team and in an independent capacity	Application form and interview	E

Availability to work flexible hours including evenings and weekends	Interview	E
Ability to travel to attend meetings and events	Interview	E
Ability to travel to Prisons in and outside London regularly to meet clients	Interview	E
Ability to develop and maintain effective relationships with clients, staff, families, carers and other colleagues.	Application form and interview	E
Ability to work with a range of people with varied needs, abilities and disabilities	Application form and interview	E
Experience of providing advice, guidance and support to families	Application form and interview	E
An understanding of and commitment to good Equal Opportunities practice and the ability to develop high quality youth work in this context.	Application form and interview	E