

## Job Description and Person Specification

<b>Job Title:</b>	Bridge Mentoring Officer
<b>Project:</b>	The Bridge Programme
<b>Type:</b>	Full time (37.5 hrs p/w) until 30 September 2026 (possible extension depending on funding)
<b>Salary:</b>	£26,010 per annum
<b>Responsible to:</b>	Programme Manager

### 1.1 Job Purpose

To provide mentoring support to service users which may include through the gate services with the objective of successfully and sustainably reintegrating them into society and reducing reoffending

### 1.2 Major duties and responsibilities

#### Service users mentoring

- 1 To screen and assess the needs, risks and challenges of service users referred to the project and manage a caseload of service users
- 2 To work with service users to develop action plans and work towards goals and targets
- 3 To conduct face-to-face meetings with service users at least once a fortnight
- 4 To offer tailored advice to service users, 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 (e.g., debt, housing, parenting, health issues, counseling, sexual abuse, alcohol, substance misuse etc.) to provide and coordinate appropriate specialist support
- 6 To work alongside agencies that may be involved in working with the service user 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 service users advice, guidance and relevant support
- 8 To mentor service users 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 service user 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 service users 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 service users engaged and supported
- 14 To work closely with the Manager to plan, facilitate and deliver the mentoring provision to service users 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 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 as agreed.
- 4 Assist in publicising the activities and events of The Bridge Programme 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.

**The deadline for application is 5pm, Tue 12 December 2023**

## Person specification

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<b><i>Knowledge, Qualifications and Experience</i></b>	<b><i>Assessment</i></b>	<b><i>Essential or desirable</i></b>
An understanding of the impact of prison on service users and their families, their needs and an ability to relate to them on a one-to-one basis	Application form and interview	E
Experience of interagency working, building partnerships and promoting positive relationships between different agencies	Application form and Interview	E
At least 1 year experience of working with justice system service users particularly from minority ethnic communities	Application form and interview	E
Minimum 5 GCSE's (grade C or above), or equivalent.	Application form	E
A good understanding of the justice system including probation service	Application form and interview	E
Knowledge of support provisions, employment, training, housing and related opportunities for service users	Interview	D
<b><i>Abilities/Skills</i></b>		
Ability to motivate services users	Interview	E
Good IT skills and ability to communicate effectively both verbally and in writing to a good standard and maintain records clearly and concisely	Application form and interview	E
Ability to develop and maintain effective relationships with clients, staff, families, carers and other colleagues.	Interview	E
Able to work regular afternoons, early evenings, and occasional weekends	Interview	E
Ability to travel to attend meetings and events	Interview	E
Ability to work with a range of people with varied needs, abilities and disabilities	Application form and interview	E
An understanding of and commitment to equality, diversity and inclusion practice	Application form and interview	E