



## **NIACRO JOB DESCRIPTION**

**JOB TITLE:** Employment Officer (Probation in the Community)

**RESPONSIBLE TO:** Team Leader (Community)

**REF:** EMP/PC/09/21

### **NIACRO**

NIACRO is a voluntary organisation working to reduce crime and its impact on people and communities. Our vision is of a society in which the needs and rights of all, including victims of crime, adults and children who offend and those who are at risk of offending, are equally respected. This drives our work with:

- Children and young people who are experiencing difficulties and / or who may be perceived to be vulnerable to offending;
- Families affected by imprisonment; and
- Adults in prison and in the community who have offended / are perceived to be vulnerable to offending or impacted by crime.

### **WORKING WELL**

Working Well is an employment support programme for people with convictions (in the community and prison) funded by the European Social Fund (ESF).

The programme will operate across Northern Ireland until March 2023 in partnership with Probation Board for Northern Ireland (PBNI) and the Northern Ireland Prison Service (NIPS). It is predicated on the principle that securing employment (or progressing towards education and training) is the single most significant contributory factor towards helping to reduce the likelihood of reoffending.

All Working Well's Employment Officers (and Enrolment Officers) will be employed by NIACRO but will also work within PBNI Offices. This will help to maximise opportunities to receive referrals from PBNI and update Probation staff on participants' progress.

## **THE POST**

The Employment Officer will 'Work Well' with participants - motivating, supporting and advocating on their behalf to make progress towards employment by taking a holistic approach to their identified strengths and needs.

The post holder will:

- provide direct support to participants and will work to develop appropriate External networks that will increase opportunities for individual progression and specialist intervention.
- support participants to access the programme; remain engaged throughout and maintain contact with participants for up to six months after leaving the programme.

Salary: Starting at £25,481

Hours: Full time – 35 hours per week

Flexibility of hours of work including weekend and evening work will be required

Location: Blended

- The post will cover the Portadown and Newry probation areas in the 1<sup>st</sup> instance
- This post will combine a blend of remote working (from home or other appropriate locations).
- Attendance at NIACRO Offices (available in Belfast, Portadown and Derry/Londonderry) and appointments with clients at PBNi locations as required.

Duration: Until March 2023 (Subject to Funding)

Annual Leave: 25 days per annum plus statutory holidays

Trade Union: Employees are encouraged to join the Trade Union recognised for the purpose of collective bargaining, which is the Northern Ireland Public Service Alliance (NIPSA).

Pension: NIACRO operates a Contributory Group Personal Pension Scheme with up to a 9% employer contribution when matched by an employee's 8% contribution.

Travel: Appropriate travel allowance is paid for mileage undertaken in connection with work.

Access NI: This post requires a check to be carried out under the requirements of ACCESS NI enhanced disclosure. This full criminal records check will show spent and unspent convictions, cautions, cases pending or any other relevant information

See Statement of non-discrimination below for more informati

## **DUTIES and RESPONSIBILITIES:**

1. Coordinate referrals from Probation Staff as required.
2. Carry out a strengths and needs assessment and establish a baseline from which to measure participants' progress.
3. Identify and create opportunities for participants within education and training, and supporting their personal development and progression towards the labour market.
4. Develop Action Plans in conjunction with Probation Staff to build on strengths and meet needs, identifying appropriate interventions and pathways for progression. E.g. Benefits & Finances, Criminal Record Disclosure, Training, Education, Work Placement, CV Preparation, Job searching, Interview Preparation etc.
5. Identify and develop connections with community-based services that can offer specialist employment and training support to participants.
6. Develop links with employers and identify, negotiate and support suitable placement / employment opportunities.

The Post holder will, from time to time, be required to undertake any other reasonable duties which may be requested by the line manager including co-working with relevant projects.

## **TRAINING**

NIACRO is committed to the continuous development of all its employees. The post holder will participate in all relevant training and development initiatives that are identified as required by the Line Manager.

## **PERSON SPECIFICATION**

### **Essential Criteria**

1. A relevant third level qualification
2. Evidence of a minimum of one year's experience of supporting people with complex needs towards learning and employment.
3. Evidence of your experience of forming supportive professional relationships with clients with complex needs.
4. Evidence of competence in the use of Microsoft Office applications in completing administrative tasks. Please include Word, Excel, and Outlook.
5. Have a valid driving license and access to a car in order to carry out the duties of the post. (Consideration will be given to candidates, who because of a disability, cannot hold a driving license but they must have access to a mode of transport that allows them to fulfil the duties of the post).

### **Desirable Criteria**

1. Considerable experience of supporting people involved in the Criminal Justice System.
2. Knowledge of the Criminal Justice Sector and current relevant issues.
3. Qualification in Advice/Guidance; Working with offending behaviours
4. Experience of working in the voluntary sector
5. Two years' experience of supporting people with complex needs towards learning and employment in a training and employment environment

NB: To secure an interview all the essential criteria must be clearly demonstrated. If required, desirable criteria may be applied when shortlisting.

### **Statement of non-discrimination**

NIACRO is committed to equality of opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the role". Any disclosure will be considered in the context of the job description, the nature of the offence and the responsibility for the care of existing service users, volunteers and employees.

***In certain situations applicants would be deemed unsuitable for employment or volunteering roles working with young people or adults, for instance where an applicant is currently subject to statutory supervision (e.g. probation orders, post custody licences) or notification requirements (e.g. sex offenders register).***

***Applicants should have completed such Orders for at least one year and there should be no offending behaviour for at least two years. Any applicant awaiting the outcome of a court case will have their application put on hold pending the outcome.***

Further information on Access NI and a copy of NIACRO's Disclosure Policy is attached to this application. If you need to discuss this further please contact us on 02890320157.

NIACRO is an Equal Opportunities Employer

**Closing date for receipt of applications:** 12 noon 04 October 2021

**Interviews will be held:** Week commencing 11<sup>th</sup> October 2021