



NIACRO JOB DESCRIPTION

JOB TITLE: Project Worker - Family Links

RESPONSIBLE TO: Senior Practitioner - Family Links

REF:

INFORMATION ABOUT NIACRO

NIACRO is a voluntary organisation working for over 50 years, 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;
- Adults in prison and in the community, who have offended / are perceived to be vulnerable to offending or impacted by crime.

THE POST

The Project worker will

- (i) Work within prisons to offer support to prisoners and their families.
- (ii) Support and liaise with families, prison service and external stakeholders to develop and maintain family relationships.
- (iii) Working alongside the families, children offering practical, emotional and social support.

The principal services currently being delivered within these areas of work are:

Family Links provides practical, emotional and social support (as well as sign posting) to families affected by imprisonment. Our work varies from information giving to more



intensive support at what can be a lonely and difficult time for family members, particularly children. As such Family Links adopts a three-tiered approach:

- **Family Links:** Information, advice and support to partners and relatives.
- **Family Links Children:** advice and support to children and young people, giving them the opportunity to talk about the impact of the imprisonment in an age-appropriate manner.
- **Scope:** funded separately (by BBC Children in Need), this is a 'step up' service for children and young people who require more intensive support, providing one to one support for up to six months in recognition of the often complex and specific needs of the children and younger siblings of people in prison.

DUTIES AND RESPONSIBILITIES:

1. Promote referrals to the Family Links service in a prison setting.
2. Support the families and young people to have an input and meaningfully engage with prisoners Personal Development Plans and Release Plans.
3. Liaise with other professionals as required, which will support and promote best outcomes for the individual in prison and their family.
4. Attend and contribute to meetings with Prison Service staff and other professionals as required.
5. Input and update prison and NIACRO databases regularly with accurate records to enable effective case recording and input into reports.
6. Provide reports to the management team and funders as required.
7. Work in partnership with other agencies to provide a quality service including managing and reducing risk to service users.
8. Promote and encourage independence and assist and encourage users of the service to achieve outcomes



9. Adhere to Safeguarding procedures and relevant internal and external policies and standards; reporting safeguarding concerns, in a timely manner, in line with procedures.
10. Coordinate and facilitate groupwork and engagement events for children and young people, family members and NIPS staff
11. To identify and encourage the use of existing community/statutory services among families, children and young people.
12. To engage in other duties as part of the Family Links team. Provide cover for other team members including for example, securing referrals across the prison sites and contributing to family and children's events.
13. Undertake any other reasonable duties

INFORMATION ABOUT THE POST

Salary:	£25,481
Contract Duration:	1X 6 months full time (maternity cover -possible extension) or 1X Full time continuous subject to funding
Hours:	35 hours per week: Flexibility of hours of work including weekend and evening work may be required
Locations:	Will attend HMP Maghaberry weekly for referrals. Project base Portadown.
Annual Leave:	25 days per annum plus statutory holidays pro rata
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
- This post also requires a full NIPS Security Check
- 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.

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 considered 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.

Further information on Access NI and a copy of NIACRO's Handling and Assessing Criminal Convictions Policy can be accessed [here](#). If you need to discuss this further, please contact us on 02890320157.

NIACRO is an Equal Opportunities Employer

Closing date: Friday 28th January 2022

Interviews Week Commencing:



PERSON SPECIFICATION

Essential Criteria

1. A certificate level qualification in a relevant discipline (minimum NVQ level 3 or equivalent). For example, Health & Social Care, Working with Offending Behaviour.
2. A minimum of one year's experience of supporting families and/or individuals experiencing adversity.
3. Experience of interagency working, networking and managing relationships supporting holistic approaches.
4. Proficient in Microsoft Office applications including Word, Excel and Outlook and databases.
5. Excellent interpersonal, written, and communication skills.
6. Hold a valid driving licence and access to a car 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 can access transport that enables them to fulfil the duties of the post).

Desirable Criteria

1. A Professionally recognised third level qualification e.g., Social Work, Criminology, Youth and Community Work, or Health and Social Care.
2. Experience of supporting people involved in the Criminal Justice System and associated knowledge of the Criminal Justice Sector and related issues.
3. Two years' experience of supporting people with multiple barriers and complex needs to include supporting progression towards learning and employment.

NB: To secure an interview all the essential criteria must be clearly demonstrated on the application. If required we may consider the desirable criteria when shortlisting.