



Working to reduce crime and its impact on people and communities

Job Description: **Family Links Project Worker**

JOB TITLE: 2x Project Worker Children and Families
RESPONSIBLE TO: Senior Practitioner (Children and Family Services)
REF: PWFL/Jun25

The Organisation

Who We Are & What We Do

Our vision
A society in which the needs and rights of all people are equally respected and protected.

Our mission statement
Working to reduce crime and its impact on people and communities.

Our values

- Justice**
We treat everyone fairly, believing everyone has rights and responsibilities.
- Dignity**
We respect and value everyone in society.
- Compassion**
We listen and act without judgement.
- Integrity**
We are honest and accountable for all aspects of our work.
- Inclusion**
We accept all people, believing everyone has a right to belong.
- Courage**
We are brave and challenge when we need to.

NIACRO are accredited Investors in People organisation, at Gold Level. We also hold Investing in Volunteering and Investing in Children Awards and Cyber Essentials Plus.



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The Post

At Niacro we value the important role that families and carers have for someone's time in prison and after release. Supporting families to engage in Personal Development Plans and Post release planning can be the intervention that will reduce the likelihood of reoffending. The Northern Ireland Prison Service are committed to effectively engaging families and ensuring they work alongside them to promote best outcomes for the family and their family member in prison. Family links will provide families and carers with clear information in a user-friendly way, to help guide them through the justice system. Family Links offers families and children support at the earliest opportunity, assisting families to:

- Develop and maintain family ties (where it is relevant and safe to do so) as this improves outcomes including, in-prison behaviours, measures of health and reoffending upon release.
- Improve outcomes for children's wellbeing, education and community, providing early intervention and prevention including referrals to specialist support, engaging with statutory services and education.
- Build Resilience, Life Skills and Citizenship.
- Help families prepare for their family member's release and, where return to home will not be available, support parent/child(ren) to understand and work effectively with statutory services.

Family links outcomes will include:

- **Crime reduction through support:** We will support people affected by crime and imprisonment through the provision of bespoke, co-produced, and trauma-informed services that strengthen relationships, develop skills and build confidence aiding a successful re-settlement.
- **Safer and inclusive communities:** We will work in partnership and support those with lived experience of the criminal justice system, and others affected by crime, to achieve and sustain settled lives.
- **Reduction of young people entering the criminal justice system:** We will help prevent children and young people entering the criminal justice system by delivering early intervention services as well as working to influence the development of diversionary approaches.
- **Insight driven change:** We will affect meaningful change through service user-based research, influencing, and awareness.



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Remuneration and Benefits

Job Title:	X2 Project Worker Children and Families (maternity cover with possibility extension)
Accountable to:	Senior Practitioner – Children and Families
Salary:	Grade 4 pro rata
Hours:	24-28 hours per week.
Duration:	March 2026 with possible extension
Location:	Portadown. NIACRO operate a Hybrid Working Policy to include working from home (3 days office based, and 2 days working from home for FTE employees) in agreement with line management.
Trade Union:	Employees are encouraged to join the Trade Union recognised for the purposes of collective bargaining, which is the Northern Ireland Public Service Alliance (NIPSA)
Pension:	NIACRO operates a Group Personal Pension Scheme. NIACRO typically pays in 9% with employees paying in 8%, A Death in service benefit is also in place.
Annual Leave:	25 days per year plus statutory holidays (increasing to 28 days after 5 full years' service; up to a maximum of 30 days).
Travel:	Travel expenses at NIACRO's current rate will be payable 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.
CTC:	Continuity of employment is subject to a full NIPS Security Check and full security clearance (CTC) being upheld for the duration of the post.



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Applicants must be age 18 or over on application to meet the requirements of the post

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.

See Statement of non-discrimination below for more information.

Key Responsibilities

1. As a Family Links project worker, you will hold a caseload of families, with appropriate assessment and action plan for each individual.
2. As well as support to the families of prisoners through advice and guidance, you will work to promote referrals to the service. To work alongside people in prison, family members and Prison Service staff in developing effective Personal Development Plans and pre-Release Plans.
3. To liaise with and work in partnership with the family member and other relevant agencies to promote best outcomes
4. To advocate for families dealing with imprisonment, promoting their rights and ensuring their needs are considered, and views are heard at all levels. You will have the ability to develop referral pathways for families, prisoners and other professionals to access the service
5. To engage in other duties as part of the family links team. Providing cover for other team members.
6. Adhere to safeguarding procedures and relevant internal and external policies and standards. Reporting safeguarding concerns, in a timely manner, in line with policies.
7. Ensure the efficient and effective use of project resources.
8. Report directly to the Family Links senior practitioner, exchanging information in relation to practice and safeguarding, and ensure all necessary reports are made available within appropriate timescales.
9. Keep up to date with and adhere to current relevant legislation (including Confidentiality, Safeguarding, Equality, Diversity and Inclusion), and appropriate regional strategies which underpin/inform early intervention, including NIACRO's policies.
10. Use a range of applications and databases, to contribute to demonstrating outcomes and impact, along with fulfilling general administrative duties.



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The postholders 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; they will be required to be flexible and, where appropriate, provide cover during periods of staff absences to ensure continuous service delivery.

Person Specification

Essential Criteria

- A certificate level qualification in a relevant discipline (minimum NVQ level 4 or equivalent). For example, Health & Social Care, Criminal Justice, Youth and Community.

<https://www.nidirect.gov.uk/articles/qualifications-what-different-levels-mean#toc-1>

- A minimum of two years' experience of supporting families and/or individuals experiencing adversity.
- Experience of interagency working, networking and managing relationships supporting holistic approaches.

AND

- Excellent interpersonal, communication and listening skills.
- Experience of interagency working and working as part of a multidisciplinary team.
- Ability to work in partnership.
- Ability to act as an advocate for individuals; this includes both in the community and in custody
- The ability to maintain accurate and concise records.
- Understanding of and ability to apply safeguarding procedures.
- Proficient in Microsoft Office applications including Word, Excel Outlook and databases.
- 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

- Knowledge of evidence informed interventions to working with clients experiencing trauma



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and dealing with complex issues including imprisonment.

- A sound knowledge of the Northern Ireland Prison Service to be able to respond and navigate systems to support clients and their families.
- Degree in a relevant discipline (e.g. social work, education, childcare)

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

Closing date for receipt of applications: **11.06.2025**

Interviews will be held: Week Commencing **16.06.2025**

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 others.

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