

## Job Description and Person Specification

<b>Job title</b>	Community Team Leader (Prison Link)
<b>Project base</b>	Birmingham
<b>Hours &amp; salary</b>	37.5 hours per week £31,272 - £36,708 per annum
<b>Accountable to</b>	Service Manager

## About Emerging Futures CIC

Emerging Futures began in 2014, born from a belief that recovery is possible for everyone, and that those who have walked that path should lead the way forward.

From modest beginnings, Emerging Futures expanded across the UK, to a growing and diverse team of staff and volunteers, many with lived experience themselves. Offering support to people affected by homelessness and drug and alcohol use, Emerging Futures has helped thousands through housing, coaching and therapeutic programmes.

Using compassion and courage, Emerging Futures believes that recovery is not just a word, it's a promise that anything is possible. Together, we're working for a world where everyone has somewhere to live, something to do, and someone to love.

## About the role

As a Community Team Leader in our Birmingham Prison Link Team, you will be responsible for ensuring recovery and treatment services are delivered safely and run in accordance with contract requirements and key deliverables. You will provide strong, visible operational leadership and inspire and motivate your team to aspire and succeed.

You will be responsible for the recruitment, training, supervision and management of your team to ensure they have the right skills and support.

You will be responsible for data collection and record management across the service and provide evidence of impact and outcomes.

You will work to develop and strengthen strategic partnerships with other agencies and service providers who work alongside us and network widely to build on new and existing relationships.

You will be required to work flexibly from different sites and be willing to work some evenings and weekends.

## **Principal duties and responsibilities**

### **Leading those around you**

You will manage all HR issues for your team and support the recruitment, induction and training of staff, coaches and professional volunteers.

You will provide training, supervision and wellbeing support to ensure your team has the right skills to deliver services safely and efficiently with opportunities for career progression.

You will be responsible for the management and supervision of your team and ensure there are clear lines of accountability and responsibility across the team.

You will ensure staff are aware of expectations and targets and offer support and guidance when necessary.

### **Service delivery & performance**

You will assess the health and wellbeing needs of vulnerable people leaving prison and support them to achieve successful rehabilitation back into the community.

You will work proactively with partner agencies and other specialist workers to support and encourage people to engage with treatment options and get involved in community activities that will support them to rebuild their lives free of crime and substance misuse.

You will also work closely with mutual aid groups, social enterprises, housing, education and training providers to identify a wide range of additional support options.

You will be required to work flexibly from different sites and be willing to work some evenings and weekends.

You will develop collaborative partnerships with drug and alcohol services, supported housing providers and other health and treatment agencies to ensure effective working relationships.

You will identify and connect with local mutual aid and peer support groups and networks and support them to be self-sustaining.

You will ensure systems are in place to collate, monitor and report performance data. You will be responsible for reporting to commissioners and service delivery partners and attend performance meetings as required.

### **Finance**

You will support the Service Manager to manage finance systems, project budgets and petty cash and help manage financial risks.

## **Community engagement**

You will help to raise the profile of EF, promote your service and share examples of best practice with wider audiences.

You will work with local communities, families, employers, training organisations, recovery communities, advocacy, mutual aid and other organisations to develop local recovery networks.

You will take an active role in the wider community and create opportunities for partnership working to make recovery visible, viable and an attractive option for all.

## **Health, safety, and risk management**

You will ensure risk management and quality assurance policies are implemented.

You will ensure the safety of all staff and service users, promote awareness of risks and changes in the working environment and contribute to the maintenance and monitoring of health and safety and security policies, systems and protocols.

You will ensure the effective implementation of and compliance with serious untoward incident, accident and safeguarding reporting, in line with policy and procedures. You will carry out investigations and implement lessons learned.

You will deal with issues and complaints raised by complying with EF's complaints processes.

## **Generic duties and responsibilities**

### **Confidentiality**

Service user, volunteer and staff information is confidential. It is a condition of employment that staff do not use or disclose any confidential information obtained in accordance with data protection legislation.

### **Code of Conduct**

All staff are expected to adhere to all EF's policies and procedures that establish standards of good practice and follow any codes of conduct which are relevant to their own profession. Staff will promote and ensure adherence to Equality of Opportunity policies and anti-discriminatory practice, demonstrating EF's commitment to valuing diversity.

### **Privacy & dignity**

Staff should respect service user/family/carer's diversity, cultural needs and privacy.

### **Safeguarding**

All staff have a duty to safeguard and promote the welfare of service users, volunteers, their families and carers. Staff have a duty to ensure they are familiar with safeguarding policies, attend safeguarding training and know who to contact if they have concerns about an adult or child's welfare.

## Health & safety

EF has a duty of care to employees and will ensure that, as far as is reasonably practicable, adequate training, facilities and arrangements for risk avoidance are in place. All employees are required to comply with relevant Health & Safety legislation and policies relating to Health & Safety and Risk Management.

## Professional development

Staff must be committed to their professional development and keep up-to-date with relevant developments and legislation in the sector.

## Skills and experience

Essential	Desirable
<p>Experience of managing staff or volunteers.</p> <p>Experience of supporting individuals to initiate and sustain behaviour change that improves their safety and wellbeing.</p> <p>Experience of delivering interventions in the community.</p> <p>Knowledge and experience of delivering relapse prevention interventions.</p> <p>Experience of recording and reporting on information from a database.</p> <p>Compliance with internal prison vetting systems.</p> <p>Full, clean UK driving license and ability to use your own vehicle to pick people up from prison.</p>	<p>Management or equivalent qualification.</p> <p>Coaching/counselling/health and social care qualification.</p> <p>Specific experience of supporting staff with lived experience.</p> <p>Experience of managing outreach and/or community development services.</p> <p>Experience of working within the criminal justice sector.</p> <p>Experience of working within the prison setting.</p>