

## Job Description – IAG Coordinator – HMP Bristol

Located in	Reporting to	Hours
Bristol	Regional Manager	Full Time 37.5 Hours per week

### Job Purpose

The role involves working closely with participants in prison, delivering a high-quality Careers Information, Advice and Guidance service, providing support with developing aspirations, understanding career pathways, and enhancing employability skills to promote access to sustainable employment, training, and education on release.

**Please note, suitable applications will be shared with HMP Bristol. This job is also subject to prison clearance which can take up to 3 months.**

### Key Responsibilities

- To proactively manage the rehabilitation of participants in custody and through the gate to support the overall objective to reduce reoffending and risk of harm on release, with a positioned focus of helping participants to achieve sustainable employment.
- Produce Digital Personal Learning Plans (DPLPs) for all participants arriving at the Establishment.
- Complete progress reviews of the DPLPs in line contractual KPIs, appropriately aligned to sentence remaining.
- To liaise with community-based partners to co-design sustainable rehabilitation networks.
- To demonstrate a personalised approach with a focus on enablers and strengths of the individual
- Support participants at the 12-week pre-release stage with one-to-one job search and completing application forms.
- Support participants at the 12-week pre-release stage to apply for through the gate apprenticeship opportunities and Further Education courses.
- Work in collaboration with the DWP Prison Work Coach and the Education provider to deliver a weekly Job Club which covers CV preparation, job search, interview techniques and disclosure of offences, using the Virtual Campus.
- Provide sector specific Employer Engagement events targeted at individuals who are job ready.

- Deliver sessions which cover either mock interview techniques or motivational work to improve job readiness.
- Work effectively with all resettlement partners, as well as other departments within the establishment.
- Input into employability sessions on pre-release courses.
- Ensure all pertinent information gathered by the participant over their sentence is electronically moved to their Virtual Campus account with a transition to services in the community for continued support on release.
- For those unable to gain employment immediately on release, transfer them to service providers in the community (e.g., National Careers Service) to ensure continuity in supporting their progression into learning and employment.
- Prison CTC clearance /willing to undertake Prison clearance.
- Level 3/4 IAG Qualified or equivalent/working towards.

### Key Performance Indicators

- 90% of participants having an open PLP.
- 90% of participants having PLP reviewed prior to release.
- 80% participant feedback satisfaction.
- 80% of participants having attended relevant group/121 sessions.

### Health and Safety

- You will ensure you follow all Acorn Training health and safety guidelines and fire regulations set out in the polices, follow safe working practices and complete any mandatory training.

### General

- Be aware of and follow all Acorn Training policies.
- Have regular 121's throughout the year to monitor performance, objectives and progress and support your personal development and wellbeing.
- Take part in any required training needed to fulfil your role.

### Person Specification

Criteria	Essential	Desirable
<b>Qualifications and specific training</b>		<ul style="list-style-type: none"> <li>• Level 4 IAG /working towards /prepared to work towards</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with adults with multiple and complex barriers</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within the justice environment</li> </ul>

<b>Knowledge</b>		<ul style="list-style-type: none"> <li>• Experience of working within Justice environment – experience of individuals with a prison history</li> </ul>
<b>Skills</b>		<ul style="list-style-type: none"> <li>• Experience of working with long term unemployed/multiple/complex barriers to get into work.</li> <li>• Experience of producing high quality/stretching learning plans (or equivalent)</li> </ul>

As a recognised, highly inclusive employer, we are particularly interested in receiving applications from Black and Minority, Ethnic (BAME) communities, LGBTQ+ communities, and individuals living with disabilities and from applicants where sectors are typically misrepresented by gender stereotypes.

Acorn Training aspires to be a Positive about Disabled Lead employer.

**Last Reviewed: September 2023**