

Job Description – IAG Coordinator

Located in	Reporting to	Hours
HMP Northumberland	Regional Manager North	37.5

Job Purpose

The role will be working with men in prison to focus their aspirations into long term, sustainable employment and supporting with their Job search and IAG aspirations.

Key Responsibilities

- To proactively manage the rehabilitation of service users 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 getting offenders in to work.
- Review and create Digital Personal Learning Plans (DPLPs) for all prisoners arriving at the Establishment.
- Complete progress reviews of the DPLPs in line with where the prisoner is in their sentence.
- 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 prisoners within 12 weeks of release with one-to-one CV and disclosure letter writing, job search and completing application forms.
- Support prisoners within 12 weeks of release with applying 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 to prisoners which cover either mock interview techniques or motivational work to get them job ready.
- Work effectively with all resettlement partners, as well as other departments within the establishment.
- Input into employability sessions on courses.
- Ensure all pertinent information gathered by the prisoners over their sentence is electronically moved to their Virtual Campus account with a transition to services in the community for continued support through the gate.
- 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 of service on release in supporting their progression into learning and employment.

- Prison level 1 clearance/willing to undertake Prison clearance (this can take up to 3 months).
- Level 4 IAG Qualified or equivalent/working towards – provided by the company if not. This is a contract requirement.

Key Performance Indicators

- 90% of prisoners have had a Personal Learning Plan (PLP) opened with 1 or more SMART targets within 1 weeks of arrival into custody.
- 80% of prisoners in scope, having had their PLP and associated targets reviewed at agreed intervals, including prior to release (NB - 3 month, annually and prior to discharge)
- 75% of prisoners making demonstrable progress.
- 85% satisfaction benchmark of IAG service for prisoners.
- 60% of prisoners in the 12 weeks pre-release window, attend one or more relevant group/one to one session prior to release.
- 80% of prisoner achieving warm handover to community services.

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
Qualifications and specific training		<ul style="list-style-type: none"> • Level 4 IAG /working towards /prepared to work towards
Experience	<ul style="list-style-type: none"> • Experience of working with adults with multiple and complex barriers 	<ul style="list-style-type: none"> • Experience of working within the justice environment
Knowledge		<ul style="list-style-type: none"> • Experience of working within Justice environment – experience of individuals with a prison history

Skills		<ul style="list-style-type: none"> • Experience of working with long term unemployed/multiple/complex barriers to get into work • Experience of producing high quality/stretching learning plans (or equivalent)
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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