

Job Description – IAG Coordinator

Located in	Reporting to	Hours
HMP Drake Hall and HMP Foston	Regional Manager	Full Time 37.5 Hours per week

Job Purpose

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

Please note all applications will be shared with HMP Foston and HMP Drake Hall. This job is also subject to prison clearance which can take up to 3 months.

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 the Prisoner Learning Plans (DLPs) for all prisoners arriving at the Establishment.
- Complete progress reviews of the DLPs 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 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 CTC clearance /willing to undertake Prison clearance
- Level 3/4 IAG Qualified or equivalent/working towards

Key Performance Indicators

- 90% of Prisoners having an open PLP
- 90% of prisoners having PLP reviewed prior to release
- 80% Prisoner feedback satisfaction
- 80% of Prisoners 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
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)

Last Reviewed: June 2023