



T: 01949 803 415 E: [info@saferlivingfoundation.org](mailto:info@saferlivingfoundation.org) W: [www.saferlivingfoundation.org](http://www.saferlivingfoundation.org)

<b>Job Title:</b>	<b>Administrative Assistant</b>
<b>Location:</b>	<b>HMP Whatton and other locations</b>
<b>Reporting to:</b>	<b>Lynn Saunders (SLF/HMP Whatton) &amp; Belinda Winder (SLF/NTU), Safer Living Foundation</b>
<b>Salary Range:</b>	<b>£8.50 per hour</b>
<b>Contract:</b>	<b>Approximately 25 hours per week; flexible working hours required (e.g. splitting hours Monday-Friday each week). Twelve month contract in the first instance.</b>

Applicant will need to pass security vetting as a pre-requisite to employment. A detailed induction, required training and support will be provided as the post will be primarily be based at HMP Whatton.

### **Safer Living Foundation Overview**

#### **Background**

*The Safer Living Foundation (SLF) is a Charitable Incorporated Organisation that has been set up as a collaboration between Whatton prison, Nottingham Trent University, the National Probation Trust (East Midlands), and Nottinghamshire Police. The organisation was initiated by the Governor of HMP Whatton, who felt that there was a gap in the 'through the gate' care for prisoners, and particularly for the most excluded group of ex-prisoners, those who have been convicted of a sexual offence.*

#### **Charitable Aims**

- *To promote for the benefit of the public the protection of people from, and the prevention of, sexual crime.*
- *To promote for the public benefit the rehabilitation of persons who have committed or are likely to commit offences, particularly sexual offences against others.*

*The Safer Living Foundation currently has three primary projects that it is progressing; Whatton Circles of Support and Accountability (COSA), Dunkelfeld-UK and Young People's Circles of Support and Accountability (YCOSA). All of these projects (and any further initiatives) are based in or from Whatton prison / Nottingham Trent University.*

#### **Whatton prison**

*HMP Whatton is a Category C prison and is the largest sex offender treatment prison in Europe, housing 840 adult males convicted of a sexual offence. Many of these individuals are high risk, but lack social support both inside prison and when they leave. However, unsurprisingly, convicted sex offenders face numerous challenges in creating healthy relationships on release and adverse media coverage often forces many into new communities or hiding. Individuals who can find release particularly difficult are elderly and Intellectually Disabled (ID) prisoners. The population at HMP Whatton has an age range of 21 to 75 (mean age of 42), with approximately 40% over the age of 55 and 25% with an intellectual disability.*



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## **JOB PURPOSE**

The purpose of this position is to assist in the day to day running of the charity. The post holder will be expected to carry out general administrative and office tasks including those outlined below.

## **KEY TASKS OF THIS POST**

1. Provide information by answering questions and requests
2. Arrange and attend meetings, take minutes, follow up on action points
3. Conduct general office administrative tasks (such as photocopying, printing, ordering, filing) to facilitate the smooth running of the charity
4. Meet guests, arrange appointments, liaise with colleagues and external people and organisations
5. Input data, write reports and summaries
6. Create leaflets and brochures, edit documents and reports
7. Manage emails and correspondence
8. Other administrative and general office tasks as required

## **EXPERIENCE AND SKILLS SOUGHT**

<b>Attributes</b>	<b>Essential *</b>	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Using IT systems and packages, in particular Microsoft Office.</li> <li>• Working as part of a team and on own initiative.</li> <li>• Responding to queries and simple problem solving.</li> <li>• Setting up and maintaining manual and electronic filing systems.</li> <li>• Diary management and appointment booking using manual and computerised systems.</li> <li>• Experience of minute taking and accurate recording of meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity with the issues confronting offenders, including those with learning disabilities and mental health needs, gained through personal contact or experience in a similar setting.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Computer literate with a working knowledge of Microsoft Office package.</li> <li>• Working knowledge of outlook.</li> <li>• Knowledge of office systems and procedures.</li> <li>• Working knowledge of Excel</li> </ul>	



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<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate a methodical, organised and flexible approach to work.</li> <li>• Effective listening, verbal and written communication skills.</li> <li>• Excellent interpersonal and customer service skills, with the ability to communicate effectively with a diverse range of people, establishing and maintaining effective working relationships.</li> <li>• Ability to plan, organise and prioritise workload to meet deadlines.</li> <li>• Professional approach.</li> <li>• Ability to design and process a wide range of documents in accordance with instruction and house style, paying attention to detail.</li> <li>• Ability to relate well to colleagues, Trustees, offenders and members of the public.</li> <li>• Ability to maintain a high level of confidentiality and discretion at all times.</li> <li>• Robust and able to work on projects involving sex offenders.</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• At least 5 C/GCSEs or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• RSA Stage II, Word Processing or NVQ 2 in Business Administration (or equivalent).</li> <li>• RSA Stage 3 Word Processing or NVQ 3 in Business Administration.</li> </ul>

The charity's main office base is within HMP Whatton, with provision made for working from home as and when necessary. The post holder will be expected to meet with colleagues in Nottingham Trent University at times and to attend monthly team meetings plus any other team events scheduled throughout the year.

*The successful candidate will be subject to enhanced prison vetting – appointment will be subject to this being completed satisfactorily.*

**Closing date for applications: 26<sup>th</sup> November 2017**  
**Expected date for interview: Early December (TBC)**

**Please send an electronic copy of your CV and cover letter to Belinda Winder ([Belinda.winder@ntu.ac.uk](mailto:Belinda.winder@ntu.ac.uk)) and the hard copy of each to Lynn Saunders, Governor, HMP Whatton, New Lane, Whatton, NG13 9FQ.**