



T: 01949 803259 E: info@saferlivingfoundation.org W: www.saferlivingfoundation.org

Job Title:	Corbett Centre for Prisoner Reintegration: Centre Manager
Location:	Primary base at NTU. Will be expected to work across different sites as required in order to fulfil the different elements of the role.
Reporting to:	Lynn Saunders (SLF & Whatton) & Professor Belinda Winder (SLF & NTU)
Salary:	33k pro rata
Contract:	37.5; flexible working hours required (12 months in the first instance)

Safer Living Foundation

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), Nottinghamshire Police, Age UK and Circles UK representatives. 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, sexual offenders.

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 Corbett Centre

The Corbett Centre for Prisoner Reintegration aims to support people convicted of a sexual offence to safely reintegrate into the community in order to reduce the number of victims of sexual abuse and harm. The Centre is the first of its kind in the UK. Through this facility, the SLF will offer practical and emotional support, educational opportunities and training to people with convictions who are trying to live productive and offence-free lives. Service users will have access to advice on employment, education and housing issues. They will also be offered help with social skills to tackle isolation and thereby improve their ability to safely integrate into local community life and provide good citizenship.

The Centre is named after Lord Robin Corbett and Lady Val Corbett. Lord Corbett had a lifelong interest in penal reform and, since his passing in 2012, this work had been continued by Lady Corbett. The Safer Living Foundation, which won the Robin Corbett Award for Prisoner Re-integration in 2015, is pleased to have the support of Lady Corbett and the Corbett family for the launch of the Centre.



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The Centre will also be used for Circle meetings, the Aurora Project and by some members of the SOCAMRU research team that evaluate SLF projects.

Role Overview

We are looking for an experienced individual to manage and oversee the day to day running of the Corbett Centre for Prisoner Reintegration. The Centre Manager will be responsible for the recruitment, training and supervision of the volunteers and staff that work within the Centre. The post holder will also be expected to organise and develop activities and support for service users, as well as developing and maintaining partnerships with appropriate external organisations. The post holder will also be expected to contribute to the charity's work generally, for example through assisting with the development of new projects or identifying and contributing the funding opportunities where appropriate. Contribution by the successful applicant will be subject to knowledge and experience and specialist training will be provided where required.

[Specific details are outlined within the job/person specification](#)

Applications should be via CV with a covering letter (outlining how you meet the post requirements) to Anne McMeekin (anne.mcmeekin@hmps.gsi.gov.uk).

Closing date for applications: 6th September 2019



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Job Description

Post title: Corbett Centre for Prisoner Reintegration: Centre Manager

Location: Primary base at NTU. Will be expected to work across different sites as required in order to fulfil the different elements of the role.

Hours per week: 37.5; flexible working hours required

If fixed term, state duration: 12 month contract initially

Salary: 33k pro rata

Line managers: Lynn Saunders & Belinda Winder

Staff and volunteers supervised by the postholder: Volunteers, administrative support

Job purpose & overview:

The primary purpose of the role is to manage and oversee the day to day running of the Corbett Centre for Prisoner Reintegration. The Centre Manager will be responsible for the recruitment, training and supervision of the volunteers and staff that work within the Centre. The post holder will also be expected to organise and develop activities and support for service users, as well as developing and maintaining partnerships with appropriate external organisations. The post holder will also be expected to contribute to the charity's work generally, for example through assisting with the development of new projects or identifying and contributing the funding opportunities where appropriate. Contribution by the successful applicant will be subject to knowledge and experience and specialist training will be provided where required. A number of key duties and responsibilities for the post are outlined below:

Key duties and responsibilities:

- To explain, promote and develop awareness of the Safer Living Foundation, the Corbett Centre and other projects as appropriate.
- To devise and implement appropriate ways of publicising the charity's work so as to recruit suitable volunteers.
- To screen, train, support and supervise SLF volunteers and ensure they work within the relevant policies and procedures.



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- To record and maintain all necessary administration relevant to the Corbett Centre, including but not limited to, visitor logs, risk assessments, health and safety protocols.
- To manage and support Corbett Centre staff and volunteers as appropriate.
- To manage and oversee the day to day running and organisation of the Corbett Centre.
- To develop and organise activities and support for Corbett Centre service users both directly and via the management and supervision of staff and volunteers.
- To liaise with external organisations and build partnerships relevant to the needs of the SLF and Corbett Centre service users, for example, housing associations and job centres.
- To ensure effective communication links are in place and maintained and to ensure that protocols and Service Level Agreements are adhered to.
- To assist in the development of methodologies for evaluation of SLF projects and to gather and collate information needed for such evaluation.
- To attend and contribute to meetings as appropriate, for example, SLF meetings, local Multi Agency Public Protection Panels, and Strategy Meetings.
- To develop and deliver relevant training to SLF staff and / or other professionals as appropriate.
- To keep knowledge and skills up to date by engaging in necessary learning and training events as appropriate and to keep up to date with broad developments in work related issues.
- To participate in outreach and educational work as appropriate, including writing for publications, undertaking speaking or presentation engagements and answering enquiries.
- To assist with the scoping and development of other projects and funding opportunities for the SLF as appropriate.
- To assist with co-ordination of other SLF projects.
- The post holder may be required to undertake any other duties as appropriate and reasonable within this role.

Additional requirements:



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It is a requirement of the role that the post holder passes an enhanced DBS check and enhanced prison security vetting. The post holder will be required to travel to different establishments as necessary to fulfil the requirements of the role, some of which are difficult to access without the use of a car.

Drawn up by: Rebecca Lievesley

Date:

Approved by: SLF Board of Trustees

Date:

Person Specification

Post title: Corbett Centre for Prisoner Reintegration: Centre Manager

Attributes	Essential	Desirable
Knowledge	<p>Knowledge of the criminal justice system and risk management of individuals who have committed a sexual offence</p> <p>Knowledge of assessment and treatment services for adults convicted of sexual offences</p> <p>Knowledge of child safeguarding policy and provision</p>	
Experience	<p>Professional experience in a relevant field</p> <p>Experience of working with challenging individuals on both a one to one and group basis</p> <p>Experience of supervising staff and / or volunteers</p>	<p>Experience of managing others</p> <p>Experience of recruitment</p> <p>Experience of preparation and delivery of training</p> <p>Experience of conducting psychometrics</p> <p>Experience of delivering assessment and treatment services to adults convicted of sexual offences</p>



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<p>Skills</p>	<p>Strong communication skills, including the ability to present ideas clearly, both orally and in writing, to a wide variety of people</p> <p>Ability to work effectively and co-operatively as part of a team</p> <p>Confident and assertive individual with the ability to remain calm under pressure</p> <p>Ability to contribute to the development of new initiatives</p> <p>Computer literacy including familiarity with Windows, Word, Excel and email</p> <p>Good time management and administration skills</p> <p>Empathic approach to working with people who may have committed offences</p> <p>Ability to promote equal opportunity – treating all people with fairness, dignity and respect and to challenge discriminatory behaviour, upholding and fostering diversity</p> <p>Good interpersonal skills</p>	<p>Ability to use standard analytical packages such as SPSS</p> <p>Presentation skills</p>
<p>Competencies</p>	<p>Effective decision making</p> <p>Leading and communicating</p> <p>Collaborating and partnering</p> <p>Building capability for all</p> <p>Managing a quality service</p> <p>Showing drive and resilience</p> <p>Caring</p>	
<p>Drawn up by: Rebecca Lievesley</p>		<p>Date:</p>
<p>Approved by: SLF Board of Trustees</p>		<p>Date:</p>