

JOB DESCRIPTION

POST	SALT Project Lead
ACCOUNTABLE TO	The Managing Community Chaplain
LINE MANAGER	The Managing Community Chaplain
JOB LOCATION	Hybrid. Mainly flexible homeworking with the likelihood of a significant amount of travelling, but regular attendance at the Exeter office will be required.
TRAVEL	Essential car user – travel expenses will be paid in accordance with agreed terms and conditions.

PURPOSE

South West Community Chaplaincy (**SWCC**) provides through-care and community support for people as they leave prison and re-integrate back into the locality, within the counties of Devon, Cornwall and western Somerset. This includes advocacy, mentoring and signposting to assist the integration of prisoners into these communities. SWCC aims to provide a professional focus and resource for the faith communities within the area to establish new and innovative ways of helping participants address their offending behaviour by providing a network of support that can challenge, and promote a positive attitude for change.

The role of the SALT Project Lead is to implement and develop the charity's strategy of involving people with lived experience of the criminal justice in the design and delivery of the service (SALT), and to co-ordinate the SALT Community Network. The role will include some direct community chaplaincy mentoring provision; giving practical and effective support to prisoners after release and assisting their rehabilitation, to become settled and socially included in their community.

RESPONSIBILITIES

1. Develop and implement the charity's plans to involve people with lived experience of the criminal justice in the design and delivery of it's work, as outlined in the 'Lived Experience Involvement' strategy.
2. Support the rehabilitation of people by offering practical, emotional and spiritual support on a flexible basis matched to the individual's needs, within the community.
3. Facilitate the introduction of each 'SALT' member to an assigned supporter before or at the point of their transition from core mentoring to the SALT Community.

4. Oversee the ongoing provision of 'SALT' support by volunteer SALT supporters, and to support them in this work.
5. Work in co-operation with other agencies, including faith communities, within the community so that opportunities are maximised for people to develop their skills and knowledge, and to become more socially included.
6. Monitor and report the effectiveness of the work and how it contributes to reducing the risk of re-offending
7. Propose policy and practice guidelines that contribute to the effective management of the project

KEY TASKS

SALT Network

1. Liaise with other Community Chaplains to identify clients who may benefit from continued connection with SWCC through membership of the SALT Community.
2. Manage the transition of SWCC Clients to become SALT Members, working with Community Chaplains, Volunteer Mentors and SALT Supporters to effect this.
3. Facilitate the introduction of the client to the assigned SALT Supporter at the point of transition from core mentoring to SALT. Assist the Supporter in taking over the primary SWCC relationship with the Member and in their ongoing engagement with the client. Maintain regular level of contact with Supporter and Member to ensure that appropriate support is being given.
4. Look out for, and assist with the induction of, potential new SALT Supporters.
5. Look out for, and liaise with agencies, employers and other groups that may provide opportunities for social inclusion.

SALT Lived Experience Involvement

6. Work with Community Chaplains to identify Clients and SALT Members who may have the potential for, and could benefit from, volunteering with SWCC in some capacity. Examples of this may include; membership of the Lived Experience Advisory Forum (LEAF), peer mentoring, involvement in the design of promotional and information material etc. This is not an exhaustive list.
7. Attend LEAF meetings and assist LEAF Members in their planning
8. Ensure that multi-disciplinary assessments of prisoners' needs and risks are established and followed appropriately
9. Devise new ways in which people with lived experience of the criminal justice can contribute, to their benefit as well as providing resource to others

Community Chaplaincy

10. Receive referrals and liaise with referring agencies, such as Probation, Police, or from other Community Chaplains
11. Carry out multi-disciplinary assessment of prisoners' needs (including risk assessment) in conjunction with the prison service and other appropriate key players.

12. Build empowering, supportive and professional relationships with clients, helping them to see their lives as purposeful and valuable and encouraging them in taking positive steps towards the future.
13. Facilitate the introduction of the client to a Volunteer Mentor. Assist the Mentor in taking over the primary SWCC relationship with the Client and in their ongoing engagement with the client. Maintain regular level of contact with Mentor and Client to ensure that appropriate support is being given.
14. Ensure that all relevant information is captured and a record set up and maintained on SWCC's database for each client, in a timely manner.
15. Work in accordance with the policies and guidelines set out by the Board of Trustees
16. Carry out risk assessment and establish policy and procedures that promote good practice in community support of former offenders
17. Maintain and develop working relationships with relevant agencies and workers including Faith Communities, Health Services, Social Services, and other voluntary organisations and groups, particularly those that provide employment, training, education and information services
18. Undertake training as identified through the management committee, personal supervision and appraisal.
19. Operate within financial controls and budgetary monitoring systems
20. Record and monitor progress with each participant, using appropriate tools
21. Undertake other duties that from time to time might be necessary for the effective delivery of the project.

PERSON SPECIFICATION

QUALIFICATIONS	<ul style="list-style-type: none"> * Professional qualification, or significant experience in community/social/care work, or in a criminal justice/law related role * Full driving licence 	<p>Essential</p> <p>Essential</p>
EXPERIENCE	<ul style="list-style-type: none"> * Proven ability in working with a diversity of issues, especially in faith and ethnic matters. * Experience of working in a criminal justice related role (voluntary or paid). * Experience of collaborative working (support and guidance). * A proven ability to undertake oversight of volunteers * Relevant experience of working in a faith-based setting - voluntary or paid * Experience of collaborative and partnership working 	<p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>
KNOWLEDGE & SKILLS	<ul style="list-style-type: none"> * Ability to develop strategy and initiate/sustain new ideas and ways of working * Excellent interpersonal skills and ability to communicate verbally to a wide range of audiences and individuals * Ability to forge relationships across a wide range of contacts. * Ability to handle conflict in a challenging environment. * Awareness and understanding of faith communities and sensitivity to different practices/principles. * Good computer and other data management skills. * Ability to produce written material to a good standard. * Awareness of security issues. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>
PERSONAL QUALITIES	<ul style="list-style-type: none"> * Commitment to the faith ethos of Community Chaplaincy * Ability to forge positive relationships with people. * Pastoral heart and concern for the wellbeing of people. * Commitment to diversity of issues, especially in faith and ethnic matters and to the faith ethos of Community Chaplaincy * Desire to see positive change in the lives of individuals and belief in their ability to make such changes * Able to take instruction. * Robust ability to set and adhere to boundaries. * Flexibility. * Team player. * Ability to maintain an open mind, to be objective, to recognise personal prejudices and set them aside * Personal maturity. * Self starter - highly motivated to achieving agreed outcomes but able to work independently 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
CIRCUMSTANCES	<ul style="list-style-type: none"> * Willing to work occasional evenings and weekends. 	<p>Essential</p>