

JOB DESCRIPTION
(To be read in conjunction with Person Specification)

HMPPS Personal Wellbeing

POST:	Offender Wellbeing Navigator
SALARY:	FN 12-17
ACCOUNTABLE TO:	Service Manager
RESPONSIBLE FOR:	NA

ORGANISATIONAL EXPECTATIONS:

Inspire North aims to provide a high-quality customer service adhering to the principles of best practice, promoting equal opportunities and working positively with diversity. Inspire North is an ambitious, forward thinking organisation and you must be committed to developing and enhancing the services we provide.

Foundation as part of the Inspire North Group is a provider of housing-related support services to socially excluded groups working with vulnerable and disadvantaged individuals and families. We deliver a range of creative services in partnership with organisations who share our values across sectors and communities.

The organisation expects all its employees to carry out their duties in a professional manner with a client focus, ensuring that respect and courtesy is shown to them, colleagues, other service providers and all those in contact with the organisation. You are expected to uphold the values and ethos of the Inspire North Group at all times.

We are proudly and actively anti-racist and as such you are expected to drive our anti-racism agenda forward.

OUTLINE OF POST:

Offender Wellbeing Navigators are responsible for the delivery of wellbeing support to adult males in the justice system, across North Yorkshire, through our county-wide HMPPS Personal Wellbeing service.

The purpose of the service is to support individuals on probation to maintain healthy family connections; develop emotional resilience; connect to their community and make positive lifestyle choices. Referrals will be through the Probation service and will vary in complexity from high, medium and low. Support will be provided via a range of interventions from 1:1, group work and signposting to local specialist organisations. The service will also benefit from a Peer Support model, facilitated by our partner organisation.

Offender Wellbeing Navigators hold a case load of clients and you will be expected to deliver a range of person-centred interventions that holistically meet the needs of

clients, reducing the risk of re-offending, promoting improved personal wellbeing and a life away from crime.

This post is subject to Baseline Personnel Security Standard checks.

MAIN TASKS:

1. Process referrals, carrying out risk and needs assessments, developing comprehensive support plans.
2. Monitor and assess a client's progress towards agreed outcomes on a regular basis, providing regular 1:1 support sessions.
3. Ensure all necessary client records are properly maintained in line with policies and procedures.
4. Build professional, supportive relationships with clients and, introduce them to opportunities in their community as identified in the support plan (e.g. leisure, education, training, etc.).
5. Accompany clients to appointments (e.g. Job Centre, GP, dentist, etc.).
6. Ensure that all safeguarding/risk issues are addressed, reported, and escalated as appropriate, notifying your line manager, the Responsible Office and any partner agencies where there is requirement to do so.
7. To support/signpost clients to services and activities in the community which will help them build a life away from criminal activity.
8. Refer clients on to more specialised support and liaise with relevant statutory and voluntary agencies where appropriate.
9. Support clients to adhere to any conditions or restrictions set out by probation to prevent them being recalled to prison.
10. To look for opportunities and support clients in relation to Education, Training, Employment and Voluntary Work placements, facilitating referrals to other providers and specialist organisations.
11. To support clients in finding identification and claiming welfare benefit, and with general finance, benefit and debt (FBD) support
12. Build and maintain positive working relationships with the clients Responsible Officer, providing regular progress reports, and reporting any issues/risks in a timely manner.
13. Build and maintain relationships with other offender service providers, developing referral pathways.
14. Develop and maintain positive relationships with Foundation's partners and stakeholders including Local Authorities, Housing Associations, Social

Services, Probation Services, Benefit Agency, Employment Service, Health Agencies, and any other relevant agencies.

15. Network with relevant individuals, agencies and community resources to promote and market the service as appropriate.
16. Deliver pre-release sessions with clients, where applicable.
17. Promote co-production and client feedback.
18. Attend and take part in multi-agency meetings, as required.
19. Work alongside our partner organisation to provide a cohesive service for clients.
20. Support the development and integration of Peer Mentors into service delivery.
21. Adhere to and keep up to date with policies, guidelines, procedures and practices.
22. Participate in regular supervision, team meetings and other meetings as required.
23. Represent Inspire North in a knowledgeable and professional manner at all times.
24. Maintain appropriate professional boundaries at all times.
25. Identify own training and development needs in conjunction with your line manager and participate in training opportunities as directed.
26. Partake in Inspire North's Personal Development Review system.

You may be required to perform any other duties as the organisation may reasonably require. You undertake to work to the best of your ability and use your best endeavours to promote, develop and extend the group's business and interests.

Please note this job description is intended to provide a guide to the general duties and responsibilities of the role the post holder is expected to adopt a flexible approach to the tasks. It should not be regarded as a contractual document. It will be reviewed regularly and may be varied at the discretion of Inspire North.

Person Specification

HMPPS Personal Wellbeing Offender Wellbeing Navigator

The person specification should be read in conjunction with the job description. It is used at the short listing and interview stages to decide how suitable each candidate is to take on the role.

Foundation does not necessarily expect that each candidate will fulfil all the criteria listed in the Desirable column but any 'gaps' could form areas for development in the future.

Approach	Essential	Desirable	Identified by: A=application I=interview E=exercise
Demonstrate understanding and commitment to equal opportunities and diversity	✓		A, I
Demonstrate a commitment and enthusiasm for working with our service user group	✓		A, I
Able to build and maintain relationships whilst maintaining appropriate professional boundaries	✓		A, I
Demonstrate a willingness to participate in shaping the future of the organisation by taking on responsibilities and projects in addition to core workload	✓		I
Demonstrate a commitment to enabling and empowering clients to become actively involved in Inspire North and its Associated Companies	✓		A, I
Demonstrate an understanding of and commitment to our anti-racism agenda.	✓		A, I
Knowledge & Skills	Essential	Desirable	
Good technical literacy of Microsoft Applications e.g. Word, Excel, Power point, Outlook, Access	✓		A
Excellent verbal and written communication skills, including accuracy and attention to detail	✓		A, I
Outstanding interpersonal skills including listening and displaying empathy	✓		A, I
Ability to assess and analyse the circumstances and needs of the client	✓		A, I, E

Ability to maintain records as per requirements of the service contract and internal performance management requirements, with a working knowledge of data protection	✓		A, I
Ability to demonstrate emotional resilience in working with challenging behaviours	✓		A, I
Knowledge and understanding of safeguarding responsibilities for vulnerable adults, especially those with an offending history	✓		A, I, E
Ability to respond to and manage risk and challenging behaviours in line with policies and procedures	✓		A, I, E
Ability to use a trauma-informed approach in working with clients	✓		A, I
Have access to a car for work purposes and hold a full current UK driving licence	✓		A
Knowledge of gang related activity, organised crime groups and associated grooming/exploitation risks within North Yorkshire		✓	A
A second Language e.g. Urdu, Polish, BSL.		✓	A
Experience	Essential	Desirable	
Experience of working with/supporting offenders		✓	A, I
Successful track record of managing a client caseload and producing risk assessments and support plans	✓		A, I
Experience of building and maintaining positive partnerships with external stakeholders	✓		A, I
Experience of developing and delivering group sessions to adults with complex needs, ideally with an offending history		✓	A, I
Experience of working with any of the following; people from ethnic minority backgrounds / people with learning disabilities / veterans / foreign nationals / young adults / people in the LGBTQ+ community / people with mental ill health / substance misuse.		✓	A