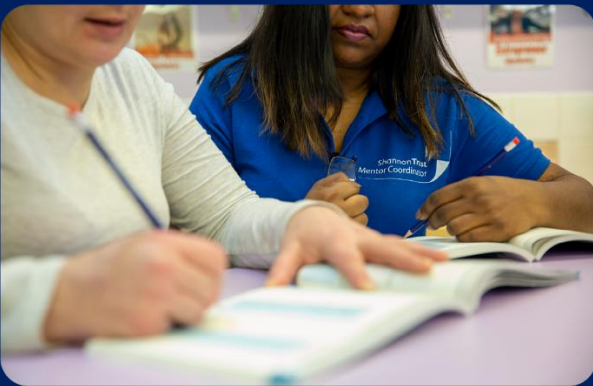




## Volunteering at Shannon Trust

### Prison Volunteer Recruitment pack



## About us

Shannon Trust is a charity that transforms lives by supporting people to learn to read and improve other basic skills. We believe nobody should be left out of learning. We operate in most prisons across England, Wales and Northern Ireland. We also work with a number of partner organisations in the community, supporting their service users to learn to read.

Over 50% of people in prison, and 16% in the community, have a literacy level below that of an 11 year old. Many cannot read at all. This means they have reduced access to education, training and rehabilitation programmes which could transform their lives, and give them hope for a better future outside of the criminal justice system.

Many of our team work remotely, with colleagues currently based in all parts of the country, from the North East to the South West and all points in between. We also have prison based colleagues who do a fantastic job of growing our programmes in their prisons.

Our volunteer friendly benefits include support and supervision, all volunteering out-of-pocket expenses reimbursed and ongoing training to support your role.

**"I didn't think that at the age of 72 it was going to be worthwhile. I have now been reading for 2 years and enjoying it."**

Shannon Trust learner



## Our purpose, vision, mission and values

### Purpose

We support people in the criminal justice system to learn to read, and improve other basic skills so they can pursue wider opportunities and thrive in the community

### Vision

A future where everyone can experience the positive impact of learning

### Mission

To connect the power of volunteers, mentors and partners to offer a range of effective, accessible and flexible learning opportunities in prisons and the community

### Values

At Shannon Trust we value the individual. We are supportive and non-judgmental – with our learners, mentors, volunteers and each other.

We work with many people across the criminal justice system and beyond, supporting them to improve their basic literacy and numeracy skills. Developing those skills is critical in reducing re-offending and improving life chances. We want to take every step possible to encourage those with lived experience into employment.

We are an accredited 'Ban the Box' employer, meaning we do not ask applicants to declare convictions at the application or interview stage. We only ask for this information where necessary for the role, and not until after an offer of employment or volunteering has been made.

This role requires prison security vetting, it's important to acknowledge that this process can involve lengthy wait times for the vetting to be completed, particularly for candidates with lived experience. At Shannon Trust, we're here to stand by our candidates, offering support every step of the way.

### Beliefs

We believe that...

- nobody should be left out of learning
- self-belief is essential to personal growth
- learning can increase confidence, transform lives and reduce reoffending

## Looking after our people

At Shannon Trust, we value great people that work hard and have the skills and abilities to make a difference.

### Volunteer benefits



#### Expenses

Reasonable, out of pocket, volunteering expenses are reimbursed.

We'll also cover any administrative costs such as printing or telephone calls



#### Training

You will receive induction training and ongoing training to support and develop you in your role



#### Support

All volunteers receive ongoing support and quarterly reviews to enable you to gain the most from your volunteering experience



#### Recognition

We recognise and are grateful for the added value that volunteers bring to our organisation



#### Flexible

We provide flexible volunteering opportunities, subject to the requirements of your role

Being a Shannon Trust prison volunteer provides you with a number of benefits which can help you to develop both your personal and professional skills:

- Ongoing training to support your role
- Developing IT skills and support using up to date packages
- Developing and growing your understanding of the HMPPS structure and prison system
- Training, facilitation and phonics/ numeracy skills
- Relationship building
- Chairing meetings
- Presentation skills

## Key information: Prison Volunteer

**Location:** Prison and remote/homebased

**Reporting to:** Regional Manager, Programme Manager or Shannon Trust facilitator

**Hours:** 7-14 hours per month – Monday to Friday 8am-4pm

### Role summary

Shannon Trust's vision is of a future where everyone can experience the positive impact of learning. As a prison volunteer your role will be at the heart of our organisation as you support our mentors in prisons. This will include delivering training to new mentors and supporting existing mentors to develop and deliver our Turning Pages and Count Me In programmes. You will be volunteering alongside Shannon Trust facilitators and / or frontline prison staff to empower mentors and ensure no one is left out of learning.

## Volunteer role description

### Key tasks and activities

- Delivering initial, and ongoing, training to mentors in prisons
- Supporting and encouraging the Shannon Trust facilitator and mentors to attract new learners and expand the reach of the Shannon Trust programme
- Arranging and leading mentor meetings to develop mentors' skills, share good practice and to provide support to mentors to find solutions to concerns
- Supporting facilitators to engage prison staff and people in prison to set-up, maintain and develop the Shannon Trust reading and numeracy programmes across the whole prison, and contributing to progress planning for how to progress and achieve this
- Using your skills to build positive relationships with frontline prison staff, people in prison and other organisations
- Training and supporting mentors to collect and submit data and learner feedback
- Supporting with the planning of, and attendance at, celebration events
- Collecting and sharing good news stories and feedback

- Attending area meetings and sharing good practice with other volunteers
- Engaging with quarterly reviews to receive support and discuss progress
- Acting as an ambassador for Shannon Trust in all that you do, sharing the vision and values of the charity throughout your volunteering

*Every prison does work differently and so volunteer roles do also vary prison to prison! We will provide full role information to volunteers as part of your training and induction.*

### **Additional tasks and activities may include:**

- Raising awareness of Shannon Trust across the prison through staff briefings and building relationships with other agencies in partnership with the Shannon Trust, or prison based, facilitator
- Co-facilitating volunteer training and peer support
- Attending additional Shannon Trust training and or information events
- Other administrative tasks as required

## **Location and volunteering hours**

The prison volunteer role is available Monday to Friday during working hours and in line with the prison regime. You will be linked to a number of different prisons within the West Midlands area to support as a representative of Shannon Trust. Typically you will visit your prison once or twice a month and you will also attend quarterly area meetings. You must be located within an hour's drive of the prisons.

We ask volunteers to commit approximately 7 to 14 hours a month to the prison volunteer role, spread over 2 to 4 days to fit in with staff availability and the prison regime. This isn't a role where your activities can take place on a set day or time each week and prison visits can't take place at weekends. You'll need to be flexible and be able to visit your prison at an agreed time with staff, during the daytime Monday to Friday. Prisons often ask you to start your visit at 08.00 or 13.30.



## Who we are looking for

### Key skills/ attributes

We don't need you to have any formal qualifications to become a Shannon Trust volunteer.

### We're looking for people who

- Have a commitment to providing non-judgemental support to people in prison
- Are able to give a regular, reliable commitment for ideally two years and have flexibility to visit the prison at times required
- Have strong communication skills and are able to use these to inspire others
- Are able to deliver engaging training and identify training and support needs for mentors
- Are able to manage own time and prioritise
- Are able to keep up to date with Shannon Trust news and communications and share relevant information with the wider prison team
- Are able to use and regularly monitor Shannon Trust outlook emails, use Microsoft Teams and other computer packages as required

## Training, Induction and Support

Shannon Trust provides a wide range of training for volunteers. You will be expected to attend all mandatory training for new volunteers, some will be group training and some will be online. The training will provide you with the knowledge and understanding of the values and visions of the charity and practical support for your prison role.

You will receive a thorough induction into your prison and quarterly review meetings to review and discuss your volunteering experience.

We want to ensure that volunteers' out of pocket expenses are not a barrier to their involvement with Shannon Trust. As such, reasonable expenses, including expenses for travel and meals, will be reimbursed.

### How to apply

- Complete our application form on Hireful, via our [website](#).