



Job Title:	Specialist Prison and Probation Advocate
Service/Division:	Minerva Service
Reporting to:	Service Manager
Direct reports:	None
Salary:	£27,000-£29,000
Hours:	35 hours
Location:	HMP Peterborough
Contract Type:	Fixed Term Contract – until 31 st March 2025 with a possibility of extension to March 2026

This post is open to female applicants only as this is deemed a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.

Advance is committed to equality and diversity and strongly encourages applications from women with diverse backgrounds, including those with disabilities, BAME and LBT communities.

Job Summary

This is an exciting opportunity to be a part of a project in HMP Peterborough supporting women on remand and unsentenced, providing pre-release support; focused on Accommodation, Finance, debt & benefits, Family & significant others and Social inclusion.

You will assist in developing referral pathways and work in partnership with both Prison Services and Community Services, for women to access specialist support. You will co-design a person-centred support and action plan with women accessing support, enabling you to support them to address their needs and any risks in relation to the interventions identified above including providing 'through the gate support'. The role will combine a casework-based approach, along with a signposting and advice service for the women in custody.

Key Responsibilities and Duties

Ensure effective access to the service for women and encourage their engagement with services, through multi agency working, service flexibility and developing prison and community referral pathways, where required, from other professionals across specialist services.

At point of entry into the prison- triage, support and create action plans in collaboration with the woman; to support in addressing their multiple and individual needs and enable them to engage with services, which will result in timely and prescribed outcomes being achieved.

Hold a caseload with high turnover and within a fast-paced prison environment; conducting comprehensive assessments and delivering support that includes delivery of high-quality face-to-face crisis intervention, information, advocacy.

To assist clients with maintaining or accessing suitable accommodation, finance, benefits and debt, family and social inclusion support including negotiating terms on behalf of the women. Ensure that interventions are responsive to and meet the needs of women from diverse and minoritised backgrounds



To be a single point of contact and support women to plan effectively for their release, the day of release including access to welfare grants and facilitating onward referral to an appropriate Women's Service provider in their locality including Advance.

To support on the day of release, providing advice and guidance on release including 'through the gate' support.

To liaise with prison staff, including health care and security staff to ensure close co-operation to support women coming into custody.

To be responsible in identifying safeguarding and supporting with ACCT documents.

To be a responsible keyholder within the prison setting and to follow health & safety and security processes within the prison.

Attend regular events and SMT meetings with relevant services within the prison and positively represent Advance at all times.

Facilitating and co-facilitating in structured group work and delivering interventions, such as intervention screening in prison

Work towards contractual targets and outcomes within agreed timescales and in line with specified quality standards.

Using agreed CRM and prison databases to record all activity relating to caseload ensuring all information is recorded within agreed deadlines

Work with the Senior Services Manager, Service/Team Manager and Data Insights Analyst to ensure all monitoring and evaluation for the project is accurate and fully maintained, keeping managers informed of any issues and successes.

Work effectively as a member of the wider Advance Minerva Service and in close collaboration with partner services, Minerva keyworkers, Advance Domestic Abuse Advocates and external agencies.

Use appropriate institutional advocacy to maximise positive outcomes and use the appropriate reporting mechanisms to highlight persistent or recurring issues that arise.

General duties:

At all times protect the safety and security of Advance service users, staff, volunteers and buildings, and the confidentiality of records and other information in line with data protection requirements.

Be responsible for personal learning and development, keeping up to date on research, relevant legislation, policy and practice, and other literature relevant to the project.

Participate in supervision, training and meetings as required and work as a member of the team to ensure effective delivery of service and individual work plans.

Ensure the effective implementation of Advance's Safeguarding policy, Health & Safety policy, Equality & Diversity policy and other policies and procedures, and uphold the core values of Advance.

Uphold the rights of women, children and young people, advocating vigorously for them whilst offering protective strategies, and appropriate safe services.



Work across teams and undertake such other duties, appropriate to the grade and character of the work, as may reasonably be expected.

Performance and Quality: Ensure all work undertaken is aligned to the service/division's annual plan and that all policies, processes and guidance notes are up to date and in line with best practice/current legislation.

Policies and procedure: Ensure the effective implementation of Advance's Safeguarding, Health & Safety, Equality and Diversity and other policies and procedures and uphold the core values of Advance.

Equality and diversity: Advance aims to create and sustain an inclusive work environment which provides equality of opportunity for everyone and reflects the diversity of the communities we serve. The postholder is required to uphold the Equality and Diversity policy and comply with the code of conduct which sets out our standards of behaviour towards those who use our services or work within them.

Confidentiality: The post holder must ensure that any information relating to employees, service users, and volunteers (future, current and past) is treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of the team or manager.

This job description sets out the duties of the post at the time when it was drawn up and will be reviewed from time to time. Duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post

PERSON SPECIFICATION:

E= Essential and D = Desirable

KNOWLEDGE AND QUALIFICATIONS	
Knowledge of issues facing women offenders and those at risk of offending; both in and out of the prison custody.	E
Knowledge and understanding of the requirements of managing a caseload including maintaining and updating internal and prison records, remaining focused on action plan goals, and keeping to deadlines	E
Knowledge of and commitment to safeguarding practices and policies, and ability to promote safeguarding among vulnerable clients and colleagues.	E
An understanding of violence against women and girls and its links to women in the criminal justice system	D
EXPERIENCE	
Experience of working with vulnerable people experiencing issues related to offending (e.g. in custody ,homelessness, substance misuse, domestic violence, mental health or other relevant work area) preferably within a prison setting.	E/D
Proven ability and experience as a caseworker delivering trauma responsive interventions which support resettlement and rehabilitation of vulnerable people in the criminal justice system whether in the community or in prisons	
Awareness of risk and risk management; being alert and responsive to behaviour, information or other changes which could indicate a change in risk of serious harm.	E
Experience of setting and maintaining professional boundaries with service users whilst delivering an excellent standard of service, including how to respond appropriately to challenging behaviour, de-escalate tension, and enable women to manage strong feelings in a safe manner.	D
Experience of risk and needs assessment and safety and support planning, particularly with clients with complex/multiple needs.	E
Experience working in partnership with relevant statutory, prison based services and voluntary groups, to be able to demonstrate the ability to develop and maintain strong constructive working relationships.	E
SKILLS	
An ability to collaborate sensitively with clients applying trauma informed strategies, actively listening and able to use a range of communication methods when providing information and support	E
Excellent risk assessment, support and advocacy skills and the ability to advocate successfully using evidence and professional experience.	E

Ability to network, influence, negotiate, problem-solve and apply solution-focused approaches to increase access and safety, facilitating positive outcomes for women and children.	E
Flexible, proactive approach and a good ability to prioritise work.	E
Good crisis management skills and the ability to work effectively under pressure and to deadlines.	E
Good data collection, monitoring and IT skills, including report writing, word processing and experience of using databases and spreadsheets.	D
GENERAL	
Ability to work co-operatively with colleagues, in statutory and non-statutory agencies.	E
Clear boundaries and a willingness to accept line management and make effective use of supervision.	E
Drive, enthusiasm and determination to deliver services for females and meet service delivery objectives	E
Emotionally resilient as well as uphold personal and professional integrity	E
A good understanding of the importance of confidentiality and anti-discriminatory practice, safe practice, and health and safety procedures.	E
A good understanding of cultural issues and equal opportunities.	E
A firm commitment to women, children's and young people's rights and to working within Advance's framework and its core values.	E
Willingness to carry out the policies and procedures of Advance and to work to agreed guidelines and codes of conduct.	E

Advance is committed to safeguarding and creating a culture of zero-tolerance of harm and expects all staff, including volunteers to share this commitment. We believe all individuals have the right to live their life free from violence and abuse and the right to feel and be safe. We have a suite of safeguarding policies, procedures and practice guidance, accessible to all staff, which promotes safeguarding and safer working practices across all our services and activities. When we recruit staff, we follow rigorous safer recruitment practices, this involves carrying out pre-employment checks including references, Disclosure and Barring Service (DBS) checks, and identity checks. We ensure all staff undertake mandatory safeguarding training relevant to their role and responsibilities, to empower them to be competent and feel confident in recognising and responding appropriately to safeguarding issues and promote wellbeing.

