

# JOB DESCRIPTION & PERSON SPECIFICATION



POSITION:	Therapeutic Mentor
DURATION OF POST:	Subject to funding
HOURS:	30- 37.5 hours per week TBC
SALARY:	£18,000 -£22,000 pro rata (depending on qualifications and experience)
HOLIDAY:	25 days per annum plus Bank holidays (Pro Rata) Due to the nature and pressing need of the work you will be required to work such hours as are necessary for the full and effective performance of your duties, including evening and weekend work.
PENSION:	Auto enrolment pension in place.
RESPONSIBLE TO:	Operations Manager
LOCATION:	Base location Greyfriars House, Gloucester with some travel required
DATE JD WRITTEN:	August 2018

## JOB SUMMARY

The main responsibilities include:

- Providing one to one therapeutic mentoring and support to the hidden victims of crime.
- Delivering workshops/awareness sessions within schools and other outside organizations.
- Delivering therapeutic art workshops in a variety of environments including alternative provision schools and prisons.
- Delivering and coordinating therapeutic arts in Eastwood Park Women's prison
- Delivering drugs and alcohol awareness sessions in schools

## JOB PURPOSE

To support and empower Families/Young people and others through a variety of ongoing project. (Projects are subject to change depending on funding).

## MAIN DUTIES

- Providing one to one support to hidden victims of crime.
- To provide one to one and group support to vulnerable families.
- Assess referrals, identify needs and design appropriate interventions.
- Identifying what level of support is needed - low, medium or high intervention.
- Maintain relationships between families and prisoners where appropriate.
- Support young people to reduce the emotional impact family members in prison has including; supporting positive engagement in school, reduction of anxiety for young people, improving behaviour, break the cycle of offending.
- Refer individuals for services as required such as domestic violence support, Great expectations where young people are at risk of committing crime etc....
- Supporting a range of family members in relation to being hidden victims of crime.
- Improve awareness of the programmes with other agencies.
- Deliver therapeutic art sessions weekly in local prisons and other.
- Plan and prepare activities and resources for own delivery and others for prison sessions.
- Collecting and inputting accurate data on the work carried out, supporting with reports for funders and partners.
- Development of appropriate marketing and publicity materials.

# PERSON SPECIFICATION

The following are the criteria that will be used for shortlisting:

ESSENTIAL	DESIRABLE
Relevant Level 3 NVQ qualification or equivalent.	Relevant Degree Level qualification or equivalent.
Experience of working in a therapeutic approach.	Awareness of current issues faced by the Voluntary Sector.
Experience of working with young people with complex needs.	Adaptable and shows initiative. Has a high level of personal resilience and emotional and social intelligence.
Experience of the criminal justice system.	Evidence of recent commitment to personal professional development.
Ability to clear the high level prison security procedures.	IT skills - experienced with Microsoft Office and knowledge of the database.
Experience of working on his/her own initiative and work effectively as part of a team with shared overlapping objectives as agreed plan.	Professional qualification in a relevant discipline such as youth, community or social work, teaching or management
Experience of handling sensitive issues with tact and diplomacy.	Experience in managing a diverse caseload.
Communication, interpersonal and presentation skills, including experience of writing accurate and concise reports.	Experience of presentations/group meetings, training and delivery.
Understanding and promotion of equal opportunities in both staff and client work	
Flexible working hours to meet the needs of the business.	
Driving licence and willing to drive company vehicles	