



HM Prison & Probation Service

Job Description (JD)

Band 4

Group Profile – Facilitator (F)

Job Description – F: Group Worker

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JD Evidence	

Job Description

Job Title	F: Group Worker
Group Profile	Facilitator
Organisation Level	Delivery
Band	4

Overview of the job	<p>The role is based in a prison and will involve working in groups and one-to-one to deliver a programme to help prisoners understand their behaviours, build positive relationships, improve critical thinking skills and support them to live an offence-free future. The role will work as part of a small team of Group Workers to provide an important rehabilitative service and meet the Government's ambition of reducing re-offending.</p>
Summary	<p>The job holder will deliver a range of activities and programmes, which include assessment, group and individual treatment and provides support to wider rehabilitative activity within the prison.</p> <p>The post holder will be supported through training, career development opportunities and professional support.</p> <p>This is a non-operational, non-rotational job with no line management responsibilities.</p>
Responsibilities, Activities and Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • Deliver programmes in a group or individual basis, following a manual and delivering as designed. • Organise materials for session delivery. • Plan sessions as per the programme requirements and identify ways to deliver the sessions in a responsive way to meet the needs of the participants. • Notify the Treatment Managers and other team members when sessions are unable to run, and complete missed session catch ups. • Identify and actively recruit future programmes participants, completing assessments, and screening tools whilst maintaining an accurate database of the outcomes. • Maintain accurate records of assessments and contact with prisoners. • Conduct motivational interviews with prisoners with the aim to engage them in programmes. • Continually motivate and engage future, current and past participants. • Complete post session de-briefs and record accurately any key information from the sessions. • Complete post-programme tasks including writing a record of progress, setting objectives, contributing to post-programme reviews and communicating progress with sentence management team, for each programme participant.

	<ul style="list-style-type: none"> • Actively engage in sentence management by liaising with prison and community Offender Managers. • Work towards the delivery guidelines outlined within the quality assurance framework, supported by your treatment manager. • Actively engage in supervision provided by treatment and programme management teams. • Engage in continual professional development opportunities supported by your line manager. • Deliver awareness packages to other staff in the establishment. <p>The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation Scheme and shall be discussed in the first instance with the job holder.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh.</p>
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Behaviours	<ul style="list-style-type: none"> • Communicating and Influencing • Developing Self and Others • Managing a Quality Service • Working Together
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Essential Experience	<ul style="list-style-type: none"> • The job holder will need to have excellent skills in dealing with people. • Full training will be provided.
Technical Requirements	
Ability	<ul style="list-style-type: none"> • Ability to successfully complete the required assessment and training courses to deliver particular Interventions and maintain this accreditation within the role. • Ability to facilitate in an interactive and engaging way.

Minimum Eligibility	<ul style="list-style-type: none"> • All candidates are subject to security and identity checks prior to taking up post. • All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS. • All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.
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Hours of Work (Unsocial Hours) Allowances	To be used by the JES Team only
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Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
Communicating and Influencing		Ability to successfully complete the required assessment and training courses to deliver particular Interventions and maintain this accreditation within the role.	The job holder will need to have excellent skills in dealing with people.	
Developing Self and Others		Ability to facilitate in an interactive and engaging way.	Full training will be provided.	
Managing a Quality Service				
Working Together				