

JOB DESCRIPTION

Job Title: Resettlement and Graduate Support Manager (full-time)

Reporting to: Project Director

LandWorks is a small, ground-breaking charity based in South Devon working with people in prison or at risk of going to prison to aid their resettlement into the community and employment.

The new full-time post of Resettlement and Graduate Support Manager is a key part of a three-year development project to transform how we deliver practical resettlement support for trainees while on placement at LandWorks, and to develop, deliver and evaluate a new formal, long-term programme of 'graduate support' for trainees after they finish their placement at LandWorks.

The post is a hands-on role, working closely with individual trainees and graduates, while at the same time supporting the strategic development of our services. This will be a senior post within the organisation, supported over the first three-years by a grant from the Sir Halley Stewart Trust.

The need for resettlement and graduate support has been developing since LandWorks started and to date it has been delivered through a part-time role. The increasing need for graduate support has been further highlighted during the recent pandemic.

KEY RESPONSIBILITIES

RESETTLEMENT PLANNING AND DELIVERY

- Oversee resettlement planning for all new trainees - to establish needs across all resettlement pathways and create resettlement plans.
- Work with trainees to carry out the agreed actions in their resettlement plans, and review and revise the plans at regular intervals.
- Be responsible for all data collection and monitoring relating to resettlement planning and delivery.
- Potentially responsible for line managing a resettlement support worker.

RESETTLEMENT SURGERIES AND COUNSELLING

- Manage the delivery and expansion of resettlement surgeries at LandWorks, providing regular advice & support workshops across key areas of specialist need, including employment, finance, benefits, housing, and health.
- Manage the provision of counselling support for trainees and graduates.

GRADUATE SUPPORT

- Develop and manage a formal programme of long-term support for LandWorks' Graduates that is responsive to their on-going resettlement needs.
- Create a menu of graduate support - including the provision of on-going advice, specialist support, referral to external agencies, counselling and short-term return placements at LandWorks.
- Manage all communications with graduates, including delivery of regular information bulletins.

- Support the development of meaningful output and outcomes measures, manage data collection, and monitor and report on progress.
- Liaise with the external evaluation team to support the overall evaluation process.
- Support the dissemination of information and communications relating to the graduate support programme.

STATUTORY AGENCY AND EXTERNAL LIAISON

- Liaise with partners in the prison and probation services to ensure effective communication in relation to trainee and graduate resettlement plans.
- Develop plans for closer working relationships with referral partners including improved information exchange and a regular presence at LandWorks from probation services.
- Develop links with relevant support agencies in the community and manage and develop new referral processes.

GENERAL

- Attend 8.00am team meeting.
- Managing the resettlement and graduate support budget.
- Cover for other members of the team as necessary and as requested by the Project Director.
- Attend and participate in 6-monthly reviews with the Project Director.
- Adhere to LandWorks' operational and work-based policies and procedures, including. Safeguarding, Health & Safety, Security, and Data Protection.
- Adhere to LandWorks Policies and Procedures at all times.
- Be proactive in reviewing and evaluating own performance and identifying and acting upon areas for improvement and development.
- Attend and participate in team meetings and other meetings as required.

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

Experience

1. High level of experience of working with people who have been involved with the criminal justice system.

Skills, Knowledge and Abilities

2. Ability to lead, plan, implement and continue to develop a new evidence-informed service model.

3. Ability to work as part of a team and to initiate and maintain effective working relationships with a wide range of people.

4. Ability to develop relationships with services and create pathways to enable people to make positive change.

5. Ability to record and report on work to a high standard, using IT systems as well as written records.

6. Time management skills and ability to prioritise.

7. Ability to maintain personal and professional boundaries in accordance with the LandWorks terms of engagement.

8. A person-centred approach and the necessary social skills to initiate and maintain constructive and appropriate relations with socially excluded people who are more likely to have mental health and/or behaviour issues.

9. Ability to maintain enthusiasm and motivation in a demanding role, be able to work flexibly and be solution focused and imaginative.

10. Extensive knowledge and experience of effective safeguarding policies and procedures.

11. Strong knowledge of criminal justice policies and procedures.

The post will be subject to an Enhanced DBS check