

Job Description

Job Title	Prison Parenting and Engagement Lead
Directorate	Children & Young People's Services
Service Area	Commissioning & Family Help
Grade	6
Competency Level	2
Salary	£35,412 - £39,152
Job Type	Office Based
Location	City Wide
Disclosure and barring service (DBS)	Enhanced Adult and child Barred List (Adult and Child Workforce)
Job Evaluation Ref No	A10232

Job Purpose

The Prison Parenting Engagement Lead's primary purpose is to apply specialist knowledge of child development and positive parenting to fathers in custody and their families. To identify, understand and dismantle barriers that prevent effective communication and participation of male prisoners, and to ensure tailored parenting support is embedded into the prison system.

Directly Responsible For:

Not applicable

Directly Responsible To:

Liverpool City Council City-Wide Parenting Coordinator

Main Areas of Responsibility:

- Work within existing networks of partners and stakeholders within the prison, to reach male prisoners not engaged in accessing parenting support
- To liaise with prison staff to support the development of a range of parenting support interventions including group work, that meets current identified known gaps in provision, including evidence-based parenting programmes suitable for male prisoners
- To facilitate the delivery of programmes, integrating inclusion strategies to respond to individual needs
- Assess the needs of parents to ensure that help provided is timely and appropriate, that the prisoners are accessing relevant services, parenting interventions or support programmes to best meet their needs
- Engage with partner organisations and build referral and signposting mechanisms that add value to services
- To offer a menu of whole family interventions to be delivered within the prison, including participation in open days, family sessions and small group sessions within the prison
- Listen to prisoners, gather feedback to inform service delivery and demonstrate to them how this has influenced decision making
- Promote the services that Liverpool City Council and partners provide to families who visit a family member within the prison system

- To inform prisoner's families of our menu of services and help them to feel confident about accessing the service outside the prison establishment and within their local communities, for example; connecting them to Family Hubs and Children Centres
- Identify and action resources that are accessible or require translation into additional languages, ensuring accessibility to services for parents where English is a second language
- To liaise with the prison officials, administrators and managers to support the flow of referrals onto parent programmes
- To set up and/or participate in activities within the prison to publicise, increase awareness and recruit access to parenting support available within the prison.
- To be responsible for monitoring and reporting on the impact and effectiveness of the programmes offered to parents, including highlighting gaps in provision and need for commissioning
- To be accountable for achieving agreed outputs and targets relating to enrolling participants onto the programmes
- To be accountable and responsible as a key carrier within the prison following all security requirements
- To work towards the achievement of quality and compliance KPI's
- Report to the Parenting Co-ordinator to continuously review engagement targets for the project
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- Promote the safeguarding of children in accordance with the Council's framework for the care and protection of children
- To take part in regular keeping in touch meetings and personal review and development as part of the authority's performance management framework
- To participate in training and development activities as relevant to the post
- To work in a flexible way, as part of a team and under own initiative, including flexibility of working hours, including occasional evenings and weekends

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements with Standing Orders and Financial Regulations of the City Council and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility.

Supervision and Management Responsibility:

Not applicable

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- Walking across the prison estate

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally



- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **1**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- NVQ Level 3 in childcare and education, NND, Health and Social Care qualification or equivalent (A)
- Evidence of Continuous Professional Development (A/I)

Desirable

- Relevant experience in a community-based setting, Health, Advice and Guidance

Experience

Essential

- Experience of working with a wide range of professionals and partner agencies in the statutory and voluntary sectors and forge effective relationships at all levels and across boundaries in order to support the co-delivery of services to families (A/I)
- Experience of quality assuring and delivering evidence-based parenting programmes, e.g. Nurture, and / or facilitating groupwork with adults, which involves evaluating and assessing the need of participants to ensure support is relevant to meets their needs (A/I)

- Experience and skills in working with offenders within a prison environment (A/I)
- Experience of working with disadvantaged and excluded individuals, including individuals who present a risk of harm (A/I)

Desirable

- Experience and knowledge of high-level security requirements for working within a prison
- Experience of working in a target driven environment

Skills/Abilities

Essential

- Ability to communicate effectively, both verbally and written to many different groups (A/I)
- Good organisational skills, with the ability to work independently and as part of a team; to meet objectives, achieve targets and work to tight deadlines (A/I)
- Ability to use full Microsoft Office suite of tools, and experience of using a database; use of social media and good I.T. Skills (A/I)

Commitment

Essential

- To undertake any necessary and identified training that supports personal development and effective service delivery, including Prison Non-Operational Training, Key Training (A)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level (A/I)
- This post is subject to Enhanced Security Clearance and Vetting in line with HM Home Office requirements (A/I)