



**Job Title:** Borough Coordinators (Prison Leavers Project)

**Reports to:** Strategic Team Manager

**Salary:** Up to £28000 Pro-rata - 30 hours

**Location** Various London boroughs including partner offices

### **Job Description**

#### **Job Purpose**

As an In-Borough Coordinator you will be managing a caseload of participants within designated London boroughs referred as part of the Prison Leavers Project from specific prisons across London and South-East.

You will be offering tailored support to enable the achievement of personal health, wellbeing, training and employment goals. You will manage relationships with a broad referral network including the five key partners of the project including; Bounce Back, Change Grow Live, A Fairer Chance, Rise Mutual and Be Onsite. You will take a multi-agency approach, ensuring your participants have individual support plans in place and all risks mitigated through providing a full wrap around support.

As an In-Borough Coordinator you will be expected to contribute towards the development of the project. You are in a key position to celebrate partnerships that work well for the benefit of your participants and also identify opportunities and gaps to improve services for future prison leavers.

#### **Core Responsibilities**

- Work closely with In-Custody Coordinators to agree a pathway for participants through the gate, reconnecting with their families, wider communities, employment, training and education where relevant.
- Direct liaison with probation staff, clinical teams, housing support workers to gain a better understanding of the potential restrictions in place when working with individual participants and to keep communication channels open e.g. support parole hearings and amendments to tag times, attendance at MAPPA hearings
- Undertake appropriate risk assessments with all participants escalating any safeguarding concerns to safeguarding leads
- Actively promote training and employment opportunities available to participants' sign posting them to the Bounce Back Case Management team or Bounce Back Youth provisions.
- Through participant 121's and facilitating the delivery of group workshops work with participants to improve their emotional, financial wellbeing and general employability



skills. This will include working with them on financial resilience and supporting them to build healthy work and family relationships through effective communication skills

- Support the smooth running of referral Partner Engagement events
- Following best practice and processes for reporting safeguarding concerns. Monitoring of risk assessments to make sure all information held is relevant and up to date and concerns are escalated.
- Monitor weekly activity and keep track of the journey of your participants so you can report on the impact the project has made
- Work with wider Bounce Back colleagues to identify participants and employers that are willing to provide case studies and/or positive testimonials
- Ensure that all records are up to date, accurate and meet all GDPR requirements. Update all relevant databases with all data fields completed monthly. Quality and compliance will be reviewed during monthly appraisals
- Act as an ambassador for Bounce Back at external networking events

### **Personal Specification**

#### **Knowledge and Skills**

- Extensive experience of working within Recruitment, Careers Coaching or other relevant Information Advice and Guidance positions
- Experience of supporting participants with a past including offending, drug and alcohol misuse issues and mental health
- Experience of trauma informed care practices
- Knowledge of the issues and challenges related to complex needs and employment
- Knowledge and understanding of smart tools
- A clear understanding of the rewards and challenges of working in partnership with prisons, probation, job centres, regional and central government
- Experience in delivering employability training either 121 or in groups
- A working knowledge of safeguarding and risk management procedures
- A sound knowledge of capturing data through varied tools
- Excellent written and verbal communication skills
- Strong IT skills, including proven experience of using and maintaining a database



### Personal Qualities

- Committed to Bounce Back's belief that everyone has the ability to change and deserves an opportunity to do so
- Authentic, empathetic communicator with a high level of emotional intelligence
- A charismatic and confident communicator with the ability to influence change
- Passionate and proactive people person who actively contributes within a team
- Thrives under pressure and adaptable to the demands of a changing environment
- A highly organised individual with a sense of urgency in meeting deadlines