

## Job Description



JOB TITLE:	<b>Programme Facilitator</b>
LOCATION:	Home-based, Devon/Cornwall
HOURS:	1.5-2 days per week (10.5-14 hours per week)
SALARY:	£32,000 pro-rata
CONTRACT:	Fixed term to March 22 in the first instance, as an extension of another part-time position
RESPONSIBLE TO:	Line-manager

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## Job Purpose

The Programme Facilitator will lead the delivery of commissioned programmes for service users in Devon and Cornwall. This may include but is not exclusive to:

### **Inform Plus:-**

Licensed by the Lucy Faithfull Foundation, we are the Approved Provider of Inform Plus (in Devon, Cornwall, Dorset and Wiltshire), the 10 session (10 week) psycho-educational group-work programme for men convicted of internet offences involving indecent images of children.

### **Inform:-**

Licensed by the Lucy Faithfull Foundation, we are the Approved Provider of Inform (in Devon, Cornwall, Dorset and Wiltshire), the 5 session (5 week) educational-support course for partners, relatives and friends of men convicted of internet offences involving indecent images of children.

### **Breaking the Cycle:-**

Licensed by Circles South East, our sister charity, we are the Approved Provider of Breaking the Cycle in the South West region, a 10 session (10 week) programme for the 'non-offending partners' of men who have sexually offended against children.

We are also soon to provide a new educational programme for young people in trouble with the police, their school or college for inappropriate use of technology and the internet.

The above programmes can be delivered as a group or individual programme.

Flexible working is a requirement of this post which will involve some evening and occasional weekend work.

## Main Duties

- To deliver Programmes in accordance with the training, manuals and guidance provided
- To coordinate and support co-facilitators and sessional workers
- To promote Programme awareness with partner organisations and potential referrers
- To ensure secure information sharing and accountability between Circles South West, referring agencies and other partners, in accordance with GDPR
- To work in close partnership with relevant agencies to identify, assess and induct suitable Programme participants
- To carefully assess participant engagement and learning, sharing pertinent information with partner agencies
- To record and maintain service user information to facilitate post-programme report preparation, with proper attention to confidentiality and data protection
- To prepare post-programme assessment reports for partner agencies with careful attention to risk factors and protective capacity
- To facilitate and contribute to outcomes evaluation, liaising with independent evaluators as appropriate
- To ensure that venues are risk assessed, accessible and cost effective
- To work closely with the CEO and other team members to achieve operational targets
- To attend local professionals' meetings as appropriate.

In common with other Circles South West staff the post-holder will be required:

- To prioritise safeguarding at all times
- To work within and promote our equity, diversity and inclusion policy
- To co-deliver the volunteer training programme
- To collate appropriate and timely monitoring information and contribute to evaluation
- To manage local resources and equipment
- To actively partake in regular line-management supervision and annual appraisal
- To attend and contribute to team meetings
- To promote, monitor and maintain health, safety and security in the working environment
- To keep up to date with broad developments in work related issues
- To participate in the charity's outreach and educational work
- To attend coordinator forums and training events as organised by Circles UK.

## Person Specification

JOB TITLE: Programme Facilitator

LOCATION: Home-based (Devon/Cornwall)

REQUIREMENT	E S S E N T I A L	D E S I R A B L E
<b>Experience</b> <ul style="list-style-type: none"> <li>○ Significant experience of (co)facilitating group programmes in the criminal justice or related sector</li> <li>○ Significant experience of delivering individual programmes within the criminal justice or related sector</li> <li>○ Significant practice experience working with people who have sexually harmed, secondary victims or more widely in child protection</li> <li>○ Experience of conducting professional assessments</li> <li>○ Project implementation experience</li> <li>○ Experience of working with volunteers</li> </ul>	✓  ✓	✓  ✓ ✓ ✓
<b>Knowledge &amp; Skills</b> <ul style="list-style-type: none"> <li>○ Relevant professional qualification</li> <li>○ Excellent assessment, group-work and report writing skills</li> <li>○ Understanding of the risk management process for those who have sexually harmed children</li> <li>○ Understanding of the skills required for non-offending partners, family and friends to become protectors</li> <li>○ Strong communication and presentation skills, verbal and written</li> <li>○ IT literate and competent in the use of Office packages</li> <li>○ Problem-solving skills</li> <li>○ Knowledge and understanding of safeguarding policy, practice and provision</li> <li>○ Knowledge and understanding of risk assessment, and health and safety matters</li> </ul>	✓  ✓  ✓ ✓ ✓ ✓ ✓ ✓	✓
<b>Ability</b> <ul style="list-style-type: none"> <li>○ Ability to effectively facilitate group and individual programmes</li> <li>○ Ability to carefully assess participant engagement, attitudes, risk and ability to protect</li> <li>○ Proven ability to work on own initiative and effectively manage working week, achieving targets on time and in budget</li> <li>○ Ability to work co-operatively as part of a team</li> <li>○ Strong communicator with the ability to manage difficult situations with tact and diplomacy</li> <li>○ Confident and assertive individual with the ability to remain calm under pressure</li> <li>○ Ability to self-motivate working in isolation</li> <li>○ Ability to overcome logistical obstacles to achieve outcomes</li> </ul>	✓  ✓  ✓ ✓ ✓ ✓ ✓	
<ul style="list-style-type: none"> <li>○ Willingness to work flexibly, including regular evenings and occasional weekends</li> <li>○ Satisfactory Enhanced DBS clearance</li> <li>○ Satisfactory references</li> <li>○ A full driving licence and access to a vehicle (or equivalent)</li> </ul>	✓ ✓ ✓ ✓	
<b>Managing Diversity</b> <ul style="list-style-type: none"> <li>○ Recognises and embraces the unique potential that individuals from differing backgrounds, experiences and perspectives bring to Circles South West</li> </ul>	✓	