JOB DESCRIPTION

JOB TITLE	**Wellbeing Practitioner – Prison Lead**
SERVICE	Personal Wellbeing Thames Valley
HUB	Justice
LOCATION	Covering HMP Bullingdon, Milton Keynes and Aylesbury however frequent travel across the Thames Valley region.
SALARY BAND	Practitioner
CRIMINAL RECORDS CHECK (DBS LEVEL):	HMPPS/MOJ vetting and Enhanced DBS

WHAT WE ARE LOOKING FOR

This post presents an exciting opportunity to become **frontline practitioner** within our Personal Wellbeing services in the Thames Valley region. Commissioned by HMPPS these services are focused on supporting adult **male ex-offenders** across the following four pathways:

- **Family and Significant Others**
- **Lifestyle and Associates**
- **Emotional Wellbeing Services**
- **Social Inclusion**

As Wellbeing Practitioner – Prison Lead, you will bring strong relationship-building skills, sound judgement and a collaborative approach. You will be confident working across custody and community settings and building effective relationships with delivery partners, HMPPS, voluntary sector organisations and other Criminal Justice agencies.

You will be committed to delivering person-centred support, working flexibly across the Thames Valley and contributing to a service that supports rehabilitation and positive outcomes for the people we support.



JOB DESCRIPTION

(Continued)

WHAT YOU WILL DO

Key duties

As Wellbeing Practitioner – Prison Lead, you will provide high-quality, person-centred support to people in custody and the community, helping them address their individual wellbeing needs, support their rehabilitation and make positive changes in their lives.

You will complete structured assessments and develop tailored action plans that consider each service user's needs, circumstances, level of complexity, risk factors and protected characteristics. You will manage a caseload across custody and community settings and deliver one-to-one and group interventions that help service users build resilience, develop coping strategies, manage emotions and relationships, reduce social isolation and achieve positive outcomes across the relevant wellbeing pathways.

You will support service users to engage with appointments, community services and specialist support, helping them build positive social networks and access the services they need to support their rehabilitation and successful transition into the community.

Operational responsibilities

- Undertake structured assessments to understand specific personal wellbeing needs across any of the four pathways of the Service User using tailored action plans in line with their specific needs, complexity level, risk factors & protected characteristics.
- Maintain records in accordance with Probation, Prison and Organisational policies and procedures, using relevant information and technology appropriately with proper attention to data security.
- Support service users in managing situations which make them vulnerable (county lines/exposure to extremism/knife crime), advise on how to remove themselves from such interactions safely/liaise with the RO/Police if an increased risk is indicated.
- To attend prison meetings as a representative of Catch22.To deliver a meet at the gate service.

People responsibilities

- Support Service Users to overcome stigma by knowing how and from whom to access appropriate support, working with multi-agency partners and engaging with community-based activities/courses in agreement with the RO.
- Support service users to recognise how belonging to pro-social support groups can benefit them; to reduce the amount of time they spend engaging in anti-social behaviours (drugs, alcohol, gambling) and refer on to specialist providers.
- Encourage service users to engage with other professional and service providers such as community mental health teams and support groups.
- Help service users in managing their relationships from improving parenting skills, manage their positive and negative relationships and identify future warning signs.

JOB DESCRIPTION

(Continued)

WHAT YOU WILL DO

Individual responsibilities

- Actively promote equalities and diversity taking account of each Service User different needs.
- Engage in supervision and appraisal meetings with the line manager and take opportunities to undertake further personal development activities.
- Participate and engage in all mandatory training especially that of the MOJ/HMPPS, Safeguarding, ED&I, Health & Safety to name a few.
- Maintain personal responsibility to ensure absenteeism and lateness is monitored effectively ensuring compliance does not fall below the agreed levels for the organisation following the direction of Catch22 policy to seek support and guidance where unique circumstances may occur.
- Ensure that you maintain high standards of professional performance at all times through adherence to the Catch22 policies and procedural frameworks.
- Uphold organisational values of compassion, collaboration, curiosity and empowerment.
- Be committed to self development.

WE WILL NEED YOU TO HAVE THIS

SKILLS & QUALIFICATIONS	WHY WE NEED YOU TO HAVE THIS
Good basic education, including Maths and English GCSE or equivalent.	You will communicate with service users, colleagues, commissioners and external partners, as well as producing clear and accurate reports and service information.
Confident using Microsoft Office and digital systems	You will use digital systems to maintain records, monitor performance and produce accurate reports.
A relevant qualification in Criminal Justice, social care, mental health, IAG, family support or a related field.	A relevant qualification will provide a strong foundation for supporting effective and informed service delivery within a Criminal Justice setting.
Full UK driving licence and access to a vehicle	The role requires regular travel to offices and service delivery locations across the Insert area.
EXPERIENCE & KNOWLEDGE	**WHY WE NEED YOU TO HAVE THIS**
Knowledge of local partners, statutory agencies and associated services and an understanding of positive support structures.	You will need to work effectively with partner agencies and connect service users with appropriate services and support networks to meet their individual needs.
Understanding of how childhood experiences can impact adult life, and knowledge of family dynamics across diverse cultural and social backgrounds.	You will support people with a range of experiences and family circumstances and need to understand how these can influence wellbeing, relationships and rehabilitation.
Knowledge of serious group offending, organised crime and associated grooming and exploitation risks.	You will need to recognise potential indicators of grooming and exploitation and respond appropriately where these may increase risk or impact a service user's safety and rehabilitation.
Understanding of the importance of risk assessment and risk management.	You will work with people who may present or experience varying levels of risk and need to identify, assess, manage and escalate concerns appropriately.
Understanding of safeguarding adults and children.	You will need to recognise safeguarding concerns and respond and escalate appropriately in line with safeguarding procedures.

WE WOULD LOVE IT IF YOU COULD HAVE THIS:

SKILLS	WHY WE WOULD LOVE YOU TO HAVE THIS
Engagement, interviewing and motivational skills	This would help you support practitioners to build effective relationships with service users and encourage meaningful engagement in rehabilitation activities.
Knowledge of Justice IT systems, such as OASys, Delius or P-Nomiswithin referrals	Familiarity with these systems would help you understand the recording and case-management requirements used across criminal justice services.
Ability to use initiative and remain solution-focused when working under pressure.	You will manage competing priorities and respond to challenging situations, requiring you to use sound judgement, take initiative and identify practical solutions.
Demonstrates a positive approach and commitment to both team and partnership working.	This would help you to represent the service in probation offices, to external providers and events.

EXPERIENCE	WHY WE WOULD LOVE YOU TO HAVE THIS
Experience of safeguarding vulnerable groups in society	You will support people who may be vulnerable or at risk, so you will need to recognise safeguarding concerns, respond appropriately and follow safeguarding procedures to help keep service users safe.

If you think you could do the role, but don't have everything on this list, we would still love to see an application from you - particularly if you have lived experience. We ask everyone to provide a supporting statement detailing their experience, and will shortlist the most qualified people for the role from this.

WHERE THE ROLE FITS WITHIN CATCH22

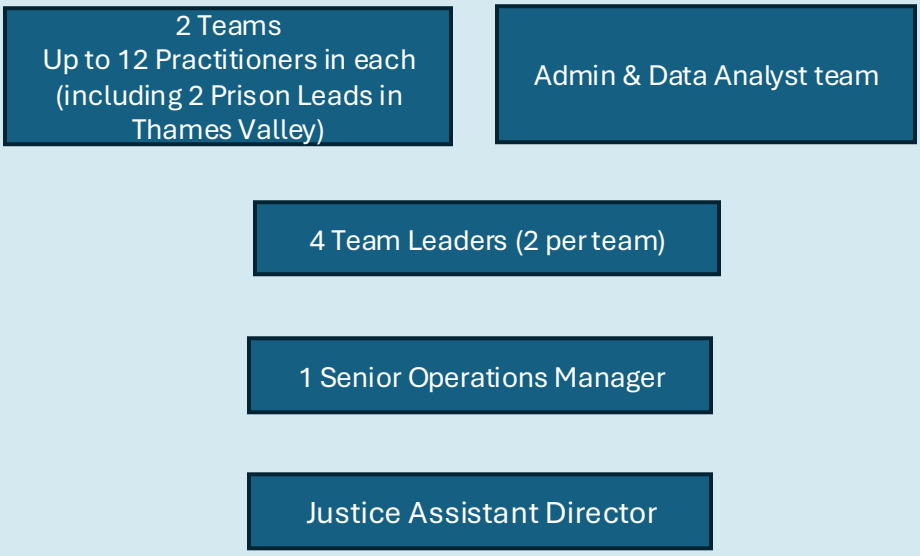
Our structure

You will be part of up to 12 staff in our Thames Valley team, with 2 Team Leaders. You will be 1 of 2 Prison Leads.

There is one Senior Operations Manager covering Thames Valley as well as Hampshire and the Isle of Wight. These areas together are known as South Central

We also have a team of Admin and Data Analysist that support in daily admin tasks through to the analysis of weekly and monthly data to report to Catch22 and HMPPS

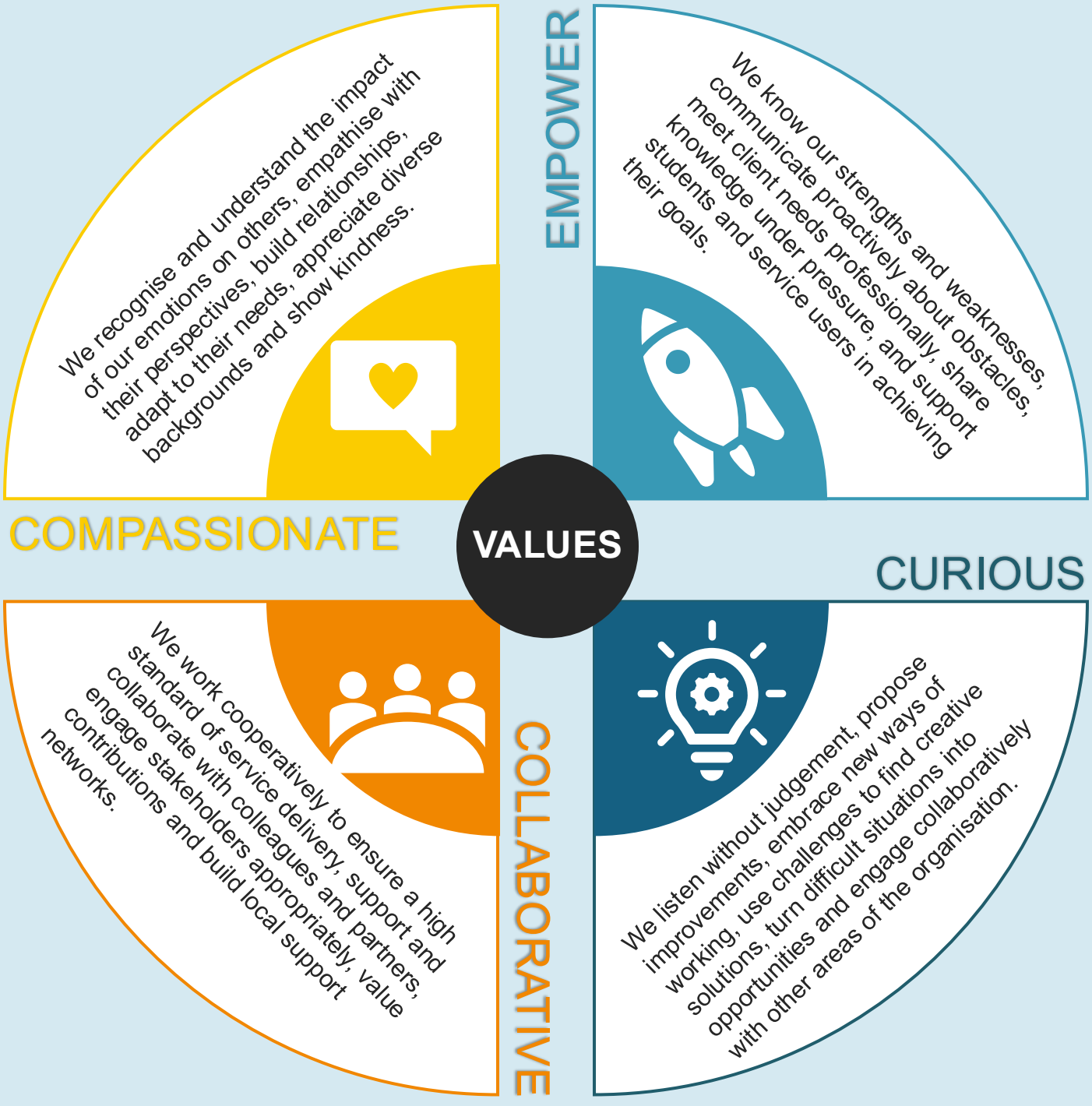
We work closely with our other CRS services across other geographical areas.



REPORTS TO	**Team Leader**
LINE MANAGEMENT RESPONSIBILITY	None
BUDGET RESPONSIBILITY	None

OUR BEHAVIOURS

Who we are at Catch22 is determined by 'The How' (our behaviours) and 'The What' (our capabilities and skills). Our Behaviour Framework ('The How') guides how we work, make decisions, and engage with others. It is important because it ensures our values are reflected in everything we do, helping us build trust, deliver consistently high-quality outcomes, and create a positive, inclusive workplace.



OUR VALUES

Our values are at the heart of everything we do. They were created by colleagues across Catch22 and guide how we work together to support others.

We're compassionate

We care about people, supporting them to move forward.

We empower others

We give people the knowledge, skills, and opportunities to thrive.

We're collaborative

We do things with people, not to them.

We're curious

We explore, innovate, and challenge to improve what we do.

ADDITIONAL INFORMATION

The post holder will be required to comply with all policies and procedures issued by Catch22.

This job description cannot cover every issue or task that may arise within the post at various times and the post-holder will be expected to carry out other duties from time to time which are broadly consistent with those in this document.

This job description does not form part of the contract of employment.

Whilst Catch22 is a Ban the Box employer as part of conditions working for this particular contract successful candidates may be asked to gain HMPPS vetting (if ever required to satisfy business need), there are certain previous convictions that may prevent you from being successfully cleared. Catch22 has no influence on this decision nor autonomy to override the outcome.

