

GROUNDWORK

CHANGING PLACES
CHANGING LIVES



Green Start Tutor (Prison -based)

Job Description & Person Specification

SALARY
£25,000 - £27,000

DURATION OF THE POST
18 months, full time 36 hours 40 minutes -contract extension subject to funding

BUSINESS UNIT
Employment & Enterprise

LOCATION
HMP Forest Bank & Ashton under Lyne

ACCOUNTABLE TO
Head of Employment & Enterprise

RESPONSIBLE FOR

OVERVIEW OF THE POST

Groundwork Greater Manchester is an environmental and social regeneration charity, and member of the national Federation of Groundwork Trusts, working through partnerships to deliver a greener more resilient city region with stronger, healthier communities, responsible businesses and enhanced prospects for all local people. We deliver programmes which:

- protect and improve landscapes and urban green space
- facilitate the power of local communities to respond to the climate and nature emergency
- build the skills and resilience of young people to be able to realise their potential
- create jobs and training, particularly within the green economy, to support unemployed adults secure employment and develop new skills – particularly people with criminal convictions, young adults, care leavers and armed forces veterans

Green Start is a new training and employability programme aimed at helping offenders thrive in the 'green skills' job market – particularly within construction and land based sectors - following their release from custody. Working in HMP Forest Bank the post holder will develop and deliver a mixture of practical, outdoor, group learning and classroom based activities for small cohorts of prisoners over a 9-week training period, focusing on:

- Construction and land management skills
- Carbon literacy and green skills
- Work skills

Working with the Green Start Project Co-ordinator the post holder will work with course graduates to get them ready to access job opportunities following their release from custody.

This post is funded by the City & Guilds Foundation

MAIN PURPOSES AND DUTIES OF THE POST

- To develop and deliver a modular package of training to cohorts of prisoners in HMP Forest Bank to help them prepare for securing jobs on release in the construction and land based sectors.
- To deliver a mixed curriculum of classroom based and practical skills development sessions including a focus on carbon literacy and green skills development
- To recruit course participants from within the prison, conduct initial assessments and develop individual learning plans for each person.
- Conduct regular reviews and 121 support for each person focused on enabling them to progress into employment on release from custody.
- To work collaboratively with the 'employer facing' Green Start Project Co-ordinator and prison and probation staff to support a successful transition into life and work for each course graduate.

1. Develop and plan a 9 week programme of learning incorporating short accredited courses and non-accredited learning covering core transferable work skills, health and safety, carbon literacy and green skills, construction and land based industry awareness and practical outdoor or workshop based skills
2. Promote the Green Start programme within the prison through networking with prison staff and using existing channels for communicating with prisoners on the wings

3. Conduct a referral and interview process to select cohorts of 8 prisoners for each Green Start course
4. Undertake an holistic assessment of each person's needs and develop a meaningful individual learning plan with them
5. Deliver a programme of training activities in line with scheme of work including classroom based, group activities and practical delivery skills in outdoor environment or workshop environment. Design and develop new activities, lesson plans and materials as required, incorporating input from local employers
6. Complete all necessary planning, enrolment, monitoring, assessment, action planning and review processes required by project funders and awarding bodies
7. Provide 121 coaching, mentoring, advice and guidance to support each person to achieve their programme of learning and successful transition into work on release
8. Maintain accurate, comprehensive and up to date records for all participants
9. Adhere to all policies, procedures and operational and security requirements of HMP Forest Bank at all times
10. Undertake any other duties that may reasonably be requested by the Head of Employment & Enterprise.

PERSON SPECIFICATION

Essential experience:

- Proven experience of delivering high quality accredited and non-accredited training to different groups of adult learners
- Experience of delivering learning and support services for people with criminal convictions
- Experience of planning and developing innovative and flexible programmes of learning
- Experience of providing training to develop practical site based skills
- Experience of training and mentoring disadvantaged adults

Desirable experience:

- Experience of working within a custodial setting
- Experience of delivering training or activities looking at sustainability and green skills
- Experience of working within the construction industry

Essential knowledge, skills and qualifications:

- Minimum Level 3 Award in Teaching and Learning / PTTLs or equivalent
- Vocational qualification in construction or land based sector
- A skilled communicator and inspirational trainer with the ability to motivate and engage learners
- Good knowledge of current sustainability issues, climate mitigation measures and adaptations and how relates to construction and land sector in particular
- Strong project management and organisational skills;
- Computer literate with practical experience of using MS Office and willingness to learn and use other software packages;

Desirable knowledge, skills and qualifications:

- IAG / Employment Related Services L3 or equivalent
- IOSH / L3 Health & Safety Qualification
- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Award in Assessing Vocationally Related Achievement
- Level 3 Certificate in Assessing Vocational Achievement

(or equivalents)

- Carbon Literacy trained

Values and ethos:

- A genuine passion for Groundwork's mission and values
- A commitment to the delivery of high quality services
- A positive approach and commitment to the rehabilitation of offenders
- An understanding and empathy towards the issues faced by people with a criminal record
- A commitment to educating people to develop more sustainable behaviours

ADDITIONAL FACTORS

- Flexible working hours may be needed. We operate a flexi-time system and have a flexible working policy.
- This post will be largely prison based.
- Environmentally aware
- Willing to undertake training and development deemed necessary for the pursuance of the post.
- Comply with the Trusts Policies and Procedures including, but not exclusively, Equality, Diversity and Inclusion, Data Protection, Health and Safety and Environment.

DBS and Vetting Requirements:

- This post will require an enhanced DBS check (adult workforce) and Home Office Vetting

Prepared By: Venetia Knight, Head of Employment & Enterprise, October 2020