

**Job Title:** Manager:Criminal JusticeServices

Reporting to: Head of Services

**Responsibility for:** Coordinator: Eastwood Park Prison Service

Coordinator: Foston Hall Prison Service

Coordinator: Community Probation Support Service

**Hours:** 4.5 days per week

**Starting Salary:** £37,000

**Work Location:** North, Central and inner London with some home working and some travel to the prisons we work in

1. **About Birth Companions**

Birth Companions is a charity that supports women experiencing multiple disadvantage during the perinatal period in the community in London and the southeast, and in prisons across the country.

Our work aims to improve the lives of mothers and babies by:

* improving the mental health and well-being of pregnant women and new mothers
* enabling new mothers to give their babies the best possible start in life
* empowering women to fulfil their potential through engagement
* driving improvements in the local and national policy and practice that impacts on mothers and their babies.

By working towards these aims, we hope that all women who face disadvantage and inequality during this crucial point in their lives will have the support they need to give their baby the best possible start, and to fulfil their own potential, whatever their circumstances.

Birth Companions’ values have shaped the organisation’s approach from the outset and are still as important to us as ever. We are a women’s organisation built on feminist principles, delivering woman-to-woman support. Choice, empowerment and protecting women’s rights have always been central to the way we work. Through the work of our staff and trained volunteers we offer practical and emotional support before, during and after birth. We work in a woman-centred way that is trauma-informed, flexible and non-judgemental, basing our support on what a woman tells us she needs.

# Work across our frontline services shows us what matters to women, and where things can and should be better in the care they receive from others. Based on these insights, we commission academic and peer-led research and direct the attention of local and national policymakers, commissioners and service providers to what needs to change, and how. Everyone at Birth Companions plays a role in this. Communication and collaboration between our frontline practitioners, policy and engagement staff and the women in our Lived Experience Team means we are able to identify and monitor issues and themes and draw on learning in order to feed them into conversations with senior stakeholders across maternity, criminal justice, social services and immigration. In this way we ensure our policy and influencing work is rooted in the day-to-day experiences of women and what will make most difference to them and their babies.

# Job Purpose

The Criminal Justice Services Manager will manage and develop all aspects of Birth Companions’ criminal justice-based services and line-manage the criminal justice services Coordinators, (currently three staff members but this likely to increase as we expand our services).

They will develop and maintain strategic partnerships with other relevant agencies and ensure the successful delivery of services through internal monitoring and evaluation, external evaluation and the charity’s governance structures.

The Criminal Justice Services Manager will be responsible for contributing to the development and implementation of new prison and wider criminal justice system-based services through stakeholder engagement and service design where opportunities are identified.

The Criminal Justice Services Manager will also contribute to the policy, engagement and strategic work of the organisation where appropriate.

1. **Key Areas of Responsibility**

# Programme Management: Criminal Justice system (CJS) based services

# Service delivery

* Manage all aspects of our CJS based services to ensure successful delivery of high-quality services
* Work closely and collaboratively with the Head of Services, Head of Operations and Community Services Manager to ensure the effective delivery of our prison and probation services
* Ensure our services comply with our policies, including Safeguarding, Trauma Informed and Health and Safety.
* Develop and maintain strategic relationships with external stakeholders including health, social care and voluntary sector organisations.
* Attend relevant stakeholder meetings, forums and events or delegate to members of the team as appropriate.
* Support the building of relevant networks to enhance service delivery and development networks
* Work closely with the Head of Operations and the Finance Manager to monitor the relevant service delivery budgets.
* Working with Coordinators/Senior Coordinators and other relevant team members, support the recruitment, training and management of peer supporters, volunteers and sessional workers across all relevant services.

**Strategic development**

* Implement the strategic development of our CJS based services in line with the organisation’s vision and mission.
* Work closely with the Director, Head of Services and the Head of Operations to identify, scope and advance opportunities for innovation and development of our CJS services.
* Develop and maintain relationships with stakeholders including commissioners, senior management in prisons and probation, and relevant health staff
* Support the work with the Director, Head of Policy and Communication and Head of Engagement to increase awareness of and share expertise in the needs of the women we work with through involvement in internal and external research and policy projects when appropriate.

# Line management

* Line-manage the Prison Services Coordinators, Probation service Coordinator and any future service delivery staff joining our Criminal justice system team, through regular supervision, appraisals and ad hoc support.
* Supporting staff with their wellbeing
* Assess and support staff with their ongoing training needs and professional development.
* Support Coordinators with managing their caseloads and capacity
* Support Coordinators to develop and maintain partnership relationships with prisons, healthcare and other relevant agencies.
* Support Coordinators to use the quarterly statistics, implementation plans and other internal monitoring and evaluation tools to maintain effective services.
* Support Coordinators to use finance reports to track and control project spending.
* Take an active role recruiting staff when required.

**Safeguarding**

Provide ongoing support and guidance on safeguarding to Community Co-ordinators during supervision and in Team meetings

* Act as Deputy for the Safeguarding Lead when the lead is away
* Provide support and guidance to any staff members or volunteers who have safeguarding concerns, including outside of office hours
* Attend the quarterly Safeguarding subcommittee meetings and support the Trustee’s safeguarding lead and the Head of Services to ensure Birth Companions complies with all legal requirements with regard safeguarding
* Liaise with the Head of Services and the Director if there are safeguarding or child protection concerns relating to a staff member.
* Work closely with the Head of Services to review all safeguarding and welfare concerns regularly and follow up with staff and volunteers as necessary
* Support the Head of Services with the process of updating and reviewing policies including Safety guidance for services
* Support the Head of Services with the delivery of safeguarding training
* Attending external meetings as required

**Monitoring and evaluation**

* Work closely with the Head of Operations to maintain and (where necessary) develop monitoring processes for services;
* monitor, evaluate and report on outputs and outcomes of services to ensure internal and commissioner/funder-related targets and monitoring requirements are met.
* Produce and contribute to reports to ensure compliance with commissioning/funding requirements.

# Expectations

* Carry out all duties with full regard to Birth Companions’ policies.
* Attend staff meetings, supervision, reflective practice support and other meetings in as required.
* Attend training, conferences and other opportunities for professional development.
* Maintain appropriate confidentiality at all times.
* Ensure the principles and practice of safeguarding of children and vulnerable adults across the service.
* Maintain and model the organisation’s commitment to Diversity, Equity and Inclusion and anti-racism
* Carry out other reasonable tasks as requested by the Director and Head of Services.

*The job description sets out the duties of the post at the time when it was drawn up and will be reviewed as necessary. Duties may vary without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the level of the post.*

1. **Person Specification**

This post is open to **female applicants only** as this is deemed a Genuine Occupational Requirement (GOR) for this role under Schedule 9, Paragraph 1 of the Equality Act 2010.

**Essential**

* Significant and demonstrable project management skills and experience, including:
  + Developing and implementing new projects, or programmes of work
  + Supervision of staff: managing their performance through supervision and appraisal processes
  + Building and managing a strong team, and maintaining their motivation, particularly through periods of change
  + Building and maintaining networks, and working with partner agencies and other stakeholders to develop and deliver services
  + Overseeing monitoring, evaluation and reporting of projects
  + Setting and managing project budgets
  + Ability to manage multiple, complex work-streams and to work effectively under pressure.
* Demonstrable understanding of and commitment to working in a trauma-informed way
* Significant experience of working with services supporting women in the criminal justice system
* Significant experience of working with services supporting women experiencing complex needs/ multiple disadvantage
* Demonstrable knowledge of the issues, and understanding of the needs of perinatal women facing multiple disadvantage
* Demonstrable knowledge and understanding of the benefits and challenges of delivering peer support programs
* Thorough knowledge of safeguarding practice, procedures and legislation
* Excellent presentation and communication skills
* Good data collection and monitoring skills, with a proven ability to monitor progress against targets
* Good IT skills, including word processing, report writing, and using databases and spreadsheets
* Excellent listening and communication skills with a wide range of people of all ages and backgrounds
* A good understanding of cultural competency, anti-discriminatory practice and commitment to working and delivering our services in a way that supports Diversity, Equity and Inclusion and is non-discriminatory
* Commitment to the work and vision of Birth Companions and willingness to carry out the policies and procedures of Birth Companions and to work to agreed guidelines and codes of conduct.

**Desirable**

* Good understanding of one or more of health/ social services/ immigration systems
* Good understanding of multi-agency/whole-systems ways of working
* Experience of working with women during the perinatal period
* Experience of developing innovative service models
* Lived experience of disadvantage or any of the challenges facing the women we work with.

**Location and working days**

Birth Companions does not have an office so on days when there are no scheduled activities or face-to-face meetings, the post holder will be based at home.

All our staff are expected to be flexible about their availability for meetings and other activities in London. Our all staff meetings usually take place on Mondays.

In addition, all our staff are expected to be flexible about their availability for in-person meetings in London and this may require travel during peak times.

The post holder will also be required to travel to our prison locations to support our project coordinators – currently these are HMP Eastwood Park, HMP Foston Hall. Travel expenses to out of London locations will be covered by Birth Companions.

A home-working allowance will be paid, and a laptop and mobile phone will be supplied. We will provide all necessary training and equipment, but the successful candidate will need to be able to work from home on a regular basis and access work files and information via internet-based platforms.

1. **Submitting your application**

Applications must be submitted using the application form supplied by Birth Companions and submitted as a **Microsoft WORD** document sent as an email attachment.

Please do not submit PDF’s, or any other document format.

If you are unable to submit your application as a word document via email please contact us in plenty of time before the closing date so that we can ensure that your application is submitted by another method and received on time and in the correct format.

Please **do not send CVs or detailed covering letters** as only information that is contained within the application form itself will be used when we shortlist candidates.

1. **Shortlisting Process**

In order to make the process as fair as possible, our shortlisting is anonymous. Staff will not be able to see any of your personal information until after shortlisting is completed.

We use a scoring system to shortlist candidates, which is based on the essential and desirable criteria listed under the person specification on the job description.

**Question 7** **(Additional Information)** on the application formasks you to provide detailed explanation of how you believe your previous work experience, training, skills and lived experience show that you meet the essential and desirable criteria so please ensure you include as much detail as possible in this section.

We will also take into account the general presentation of your application.

1. **Positive action**

Currently Black women and women from other racially marginalised groups are under-represented in our staff team and we therefore particularly welcome candidates from these communities. Positive action is entirely voluntary but something Birth Companions has chosen to do to improve diversity within our staff team. Under the equality Act of 2010 it is lawful to recruit or promote a candidate who is of equal merit to another candidate, if the employer reasonably thinks the candidate has a protected characteristic that is underrepresented in the workforce. We only apply positive action at the end of our recruitment processes after we have first established that the candidates under consideration are of equal merit based on a pre-set, structured scoring system using the responses to questions asked at interview as well any written tasks the candidates have been asked to complete.

We are committed to ensuring that Birth Companions is a safe space for Black women and women from other racially marginalised groups. We have put a range of measures in place to ensure this, including specialist therapeutic support for those who may be directly affected by racism. If you would like to know more please see our website page~~s~~: <https://www.birthcompanions.org.uk/pages/114-anti-racism>

Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. At Brith Companions we are dedicated to building a diverse, inclusive and authentic workplace, so if you’re excited about this role, but your past experience doesn’t align perfectly with every aspect of the job description, we encourage you to apply to tell us what you can offer our organisation. If you have the abilities need for the role, we can often offer training and support to the right candidate if necessary.

1. **Disclosure and Barring Checks**

Birth Companions works with vulnerable adults, children and young people. As a small organisation it is likely that staff will come into contact with a vulnerable adult or child. Therefore all our staff roles are exempt from the Rehabilitation of Offenders Act 1974 and applicants for all of our staff roles are required to undergo a Disclosure and Barring Service Check (DBS).

Birth Companions undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed. Criminal records will only be taken into account for recruitment purposes where a specific conviction or caution is relevant to the role. However, Birth Companions will not consider an individual for a staff role if they have been barred from working with children or vulnerable adults.

Birth Companions can only ask an individual about convictions and cautions that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.