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| **About Role** |
| **Title:** Activities Worker  **Service:** Strengthening Families - Family Impact  **Location:** HMP Altcourse, Fazakerley, Liverpool, L9 7LH  **Supporter Category:** Day to Day |
| **Brief Outline** |
| Our Activities Worker contributes to making a difficult and / or stressful situation into a positive one for the children who come to visit a loved one in prison. An important part of the role is to work with children (aged 3 and over) in the prison play area. Activities Workers are also based in the visitors centre, meeting, greeting and chatting with visitors which helps lower anxieties and preconceptions of a prison visit as well as provide a more relaxed experience. This, in turn enables people to feel assured that support is there for them and their families and that they are able to access more information if needed.  **The role includes:**   * Supporting our Play Workers in delivering structured activities (e.g. reading, games, arts and crafts) with the children to meet their individual needs as well as taking part in planned ‘family days’ * Gaining transferable skills and experience in planning / delivering activities in line with the Every Child Matters outcome important to children and young people (Be healthy, Stay safe, Enjoy and achieve, Make a positive contribution and Achieve economic well-being) * Being aware of Health and Safety issues and maintaining a safe and secure environment * Gaining transferable skills and experience of working in a customer facing role, resolving problems and customer service (including advising and signposting accordingly) * Gaining a greater understanding of how the prison system works and the journey for families of prisoners |
| **Key Requirements** |
| All candidates must be able to demonstrate the key attributes of a PSS Person and have a strong commitment to our core values. In addition, applicants must have excellent communication skills and the ability to work well within a team. G4S training and support will be provided to be able to advise visitors on service processes or other support available to them.  A play worker qualification and experience of planning activities / family days is desirable but not essential. Most importantly, the role is suited to someone who is passionate and committed to working with children.  Our assessment process includes an interview with the recruiting manager, two satisfactory references and where applicable a satisfactory Disclosure check. Core training is provided as is any additional learning and development appropriate for the role. Candidates will also be subject to a Home Office Clearance, G4S Clearance and DBS check. |
| **Commitment** |
| **Hours / Days:** Support can be provided weekday afternoons, evenings and weekends  **Duration:** Full day (usually 7.5hrs during the week and 8.75hrs at weekends) but can be negotiated. |
| **Contact** |
| **Name:** Janet Curzon  **Job Title:** Specialist Practitioner  **Contact number:** 07540127446 |

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| **About Role** |
| **Title:** Turnaround Supporter (female only)  **Service:** Women’s Turnaround Service  **Location:** Eleanor Rathbone House and outreach sites across Merseyside  **Supporter Category:** Day to Day |
| **Brief Outline** |
| The service is a safe female only service offering individual and group work to female offenders in Liverpool, Knowsley and St Helens. Our supporters will work in the ISIS Centre, probation offices and community settings and provide valuable assistance to the team to support women’s choices away from offending and the criminal justice system.  **The role includes:**   * Gaining transferable skills and experience of supporting women with varying needs * Managing a small case load for low risk women including carrying out assessments, providing one-to-one emotional support to improve their well-being and making positive life style changes as well as practical assistance in relation to benefits, accommodation etc * Working with our Project Workers to deliver and / or facilitate innovative and creative group work and / or activities * Liaising with internal and external professionals within the service (e.g. Merseyside Community Rehabilitation Company, National Probation Service, Criminal Justice Services, Health and Social Care professionals and Third Sector Agencies) * Gaining a greater understanding of how the criminal justice system works and the journey for women who are ex-offenders * Providing assistance with general administration / office duties as and when required |
| **Key Requirements** |
| All candidates must be able to demonstrate the key attributes of a PSS Person and have a strong commitment to our core values.  In addition, applicants must have excellent communication skills and the ability to work well within a team. Experience of delivering service user groups would be desirable as would any skills in arts, crafts, cooking, holistic therapies etc.  Our assessment process includes an interview with the recruiting manager, two satisfactory references and where applicable a satisfactory Disclosure check. Core training is provided as is any additional learning and development appropriate for the role.  Given the nature of the service, all supporters must be female only. This post is exempt under schedule 9 part 1 of the Equality Act 2010. |
| **Commitment** |
| **Hours / Days:** Monday to Friday between 9.00am and 5.00pm  **Duration:** A minimum of at least one day per week commitment is required |
| **Contact** |
| **Name:** Sharon Cooper  **Job Title:** Service Manager  **Contact number:** 0151 286 6159 |

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| **About Role** |
| **Title:** Panel Member  **Service:** Shared Lives (Midlands)  **Location:** Based atCentrix@Keys, Keys Business Park, Hednesford, Cannock, Staffordshire WS122HA  **Supporter Category:** Professional |
| **Brief Outline** |
| The primary role of a Shared Lives Panel is to provide independent scrutiny and provide a quality assurance process to the scheme regarding assessments for new Shared Lives Carers and the ongoing approval and de-approval of existing Shared Lives Carers.  The scheme manager retains legal accountability for the final decision on approval of new Shared Lives carers and the continuing approval of our existing Shared Lives carers, but seeks the advice of the Panel and takes full account of that advice in deciding whether a prospective Shared Lives Carer should be approved (new and existing to PSS). Our approval Panel is essential to both protect vulnerable and disabled people and also to represent the scheme and our work in the wider community.  **The role includes:**   * Gaining a greater understanding of the principles and mission of the Shared Lives scheme including the requirements and journey of individuals who are or wish to become Shared Lives Carers. * Supporting the assessment process in line with service procedures and Codes of Conduct. * Ensuring the approval and de-approval process is transparent, fair, equitable, consistent and justifiable including avoiding behaviour which may be deemed prejudiced and discriminatory. * Reviewing panel reports which contain personal and sensitive information about carers and on occasion service users and their families to contribute to making informed decisions. * Being aware of Health and Safety issues, including Risk Assessment and Management. * Gaining transferable skills and experience of working within a team in a professional environment reviewing information, communicating view points and agreeing outcomes for individuals. |
| **Key Requirements** |
| All candidates must be able to demonstrate the key attributes of a PSS Person and have a strong commitment to our core values. In addition, applicants must have:   * Knowledge of Shared Lives and corresponding legislation * Knowledge of assessment procedures * Working knowledge and understanding of Health & Safety Issues, including Risk Assessment and Management   Our assessment process includes an interview with the recruiting manager, two satisfactory references and where applicable a satisfactory Disclosure check. Panel members will attend induction and take part in any core training or additional learning and development appropriate for the role. |
| **Commitment** |
| **Hours / Days:** Attendance of panel (3 days per year) plus essential training (2 days per year) and 1:1 sessions with panel chair (as agreed).  **Duration:** A panel supporter’s commitment is on an ongoing basis subject to annual reviews. |
| **Contact** |
| **Name:** Justin Wall  **Job Title:** Service Co-ordinator  **Contact number:** 01543 448380 |

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| **About Role** |
| **Title:** Shared Lives Carer Representative  **Service:** Shared Lives (Midlands)  **Location**: Based atCentrix@Keys, Keys Business Park, Hednesford, Cannock, Staffordshire WS122HA  **Category:** Networker |
| **Brief Outline** |
| A Shared Lives Carers Representative will present information and concerns in a positive manner, having a professional relationship with the Scheme on behalf of the Scheme Carers. They will help ensure that there is a positive and supportive link between the Scheme, Scheme Carers and the Steering Group. Carer representatives  **The role includes:**   * Various communication with the scheme manager by telephone / emails in relation to briefings of any relevant information which is to be shared with carers accordingly. * Attending and participating in meetings (such as Shared Lives Plus Carer / Scheme Meetings), launches and conferences where required. * Being part of recruitment panels to help select new members of the team. * Involvement in the development of new service publications / forms. * Involvement in any recruitment campaigns for new Carers. * Being aware of the relevant processes that the scheme must follow to be compliant under its CQC registration and to support that position with Carers. * Being aware of the limitations and level of authority that the Scheme holds. |
| **Key Requirements** |
| In order to be a representative, you will need to be an existing Shared Lives Carer who is registered with PSS Shared Lives in Staffordshire.  All candidates must be able to demonstrate the key attributes of a PSS Person and have a strong commitment to our core values. Core training is provided as is any additional learning and development appropriate for the role.  Confidentially is an essential element of this role as this role will expose the representative to confidential and sensitive information. Representatives must be aware of the importance of not sharing or disclosing such information to non-involved parties.  Our assessment process includes an interview with the recruiting manager. In the event that there is more than one supporter requesting to be a representative, you may be asked to provide further information toward an election by ballot process. |
| **Commitment** |
| **Hours / Days:** Representatives can support the service as part of flexible arrangements.  **Duration:** This role would initially be for 12 months and reviewed annually after this date. |
| **Contact** |
| **Name:** Justin Wall  **Job Title:** Service Coordinator  **Contact number:** 01543 448380 |

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| **About Role** |
| **Title:** Service User Representative  **Service:** Shared Lives (Midlands)  **Location:** Birmingham, Staffordshire or Wolverhampton (dependant on scheme)  **Category:** Networker |
| **Brief Outline** |
| This role of Service User Representative would be key in helping the scheme recruit Shared Lives carers by working alongside Shared Lives Development Workers.  As part of your representative role, you will see how the Shared Lives scheme works and have the chance to meet carers and service users in your area. We will also support you with Learning and development to help build key skills which are transferable for future employment or opportunities.  You will be a valued member of the team who would make an important contribution to the Shared Lives service including being part of carers panel meetings, service events etc.  This is the perfect opportunity to share your own experiences of living in a Shared Lives environment with other service users. It would also enable you to use your own experiences and knowledge to help us improve and develop the Shared Lives service. |
| **Key Requirements** |
| All candidates must be able to demonstrate the key attributes of a PSS Person and have a strong commitment to our core values. In addition, candidates must have experience of living in a Shared Lives home. This role is suited to someone with a positive attitude and has a willingness to participate in the development of our service.  Our assessment process includes an interview with the recruiting manager, two satisfactory references and where applicable a satisfactory Disclosure check. Core training is provided as is any additional learning and development appropriate for the role. |
| **Commitment** |
| **Hours / Days:** Approximately 12 days per year. This is based on the frequency of carers meetings and any scheduled events.  **Duration**: This role would initially be for 12 months and reviewed annually after this date. |
| **Contact** |
| **Name:** Justin Wall  **Job Title:** Service Coordinator  **Contact number:** 01543 448380 |

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| **About Role** |
| **Title:** Admin AssistantSupporter  **Service:** Shared Lives (Midlands)  **Location:** Centrix @ Keys, Keys Business Park, Hednesford, Cannock, Staffordshire WS12 2HA  **Supporter Category:** Day to Day |
| **Brief Outline** |
| In Staffordshire Shared Lives, we are a team of over a dozen staff working in a busy office environment. We recruit, train and support Shared Lives carers to provide home family life to vulnerable adults over the age of 16. This model runs in a similar way to foster care except this service is for adults of all ages.  We are looking for an Admin Assistant Supporter to join our friendly team to work closely with the Service Coordinator to help ensure the smooth running of the Midlands office.  This role would be a great opportunity for someone who would like to gain experience and confidence working in professional environment. The focus of this role would be around providing great customer service as well as general office duties including room bookings, maintaining the stationery stock etc. There will also be opportunity to attend and support social events and activities within the service. |
| **Key Requirements** |
| All candidates must be able to demonstrate the key attributes of a PSS Person and have a strong commitment to our core values. All candidates must be able to follow instruction/guidelines and have good written and verbal communications skills.  Our assessment process includes an interview with the recruiting manager, two satisfactory references and where applicable a satisfactory Disclosure check. Core training is provided as is any additional learning and development appropriate to help support and guide you within your role. |
| **Commitment** |
| **Hours / Days:** 8 hours per week (Mon to Fri between 9am and 5pm).  The above hours and days can be agreed as part of flexible arrangements with the individual.  **Duration:** This role would initially be for 12 months. |
| **Contact** |
| **Name:** Justin Wall  **Job Title:** Service Coordinator  **Contact number:** 01543 448380 |