



HM Prison & Probation Service

PS Job Description (JD)

PS Band 3

Directorate: Probation Service

Job Description: Programme Facilitator

Document Ref.	PS-JES-0123 Programme Facilitator v1.0
Document Type	Management
Version	1.0
Classification	Official
Date of Issue	14 June 2024
Status	Baselined
Produced by	Job Evaluation Assurance and Support Team
Authorised by	Reward Team
JD Evidence	

PS Job Description

Job Title	Programme Facilitator
Directorate	Probation Service
Band	Pay Band 3

Overview of the job	<p>The job holder will deliver a range of rehabilitation interventions aimed at changing the attitudes, beliefs, and behaviour of people on probation with a full range of offence types and a full range of levels of risks (including those convicted of sexual and domestic abuse offences), as determined by sentences of the Courts and on the recommendation of Probation Practitioners.</p> <p>The main objectives of this role are to reduce re-offending, protect the public, prevent future victims and rehabilitation to help people to build constructive and meaningful lives in the community, through the delivery of effective evidence based Accredited Programmes and Structured Interventions.</p> <p>The post holder will be Regionally based and sit in the Interventions Team and report to the Programme Manager. They will deliver interventions across a large regional area where travel will be required. There will be no line management responsibility in this role.</p> <p>There will be a requirement to regularly work unsocial hours (including evenings and weekends).</p>
Summary	<p>The job holder will be delivering interventions in groups, however dependent on the intervention can be delivered in 1:1 sessions or remotely (including working with individuals with learning disabilities and challenges) in line with operational manuals and organisational policies.</p> <p>The post holder will liaise and feedback to Probation Practitioners and other agencies in regard to people on probation's progress, work needed and/or concerns within a group. They will contribute to the overall assessment of risk and need related to offending to address this.</p>
Responsibilities, Activities & Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • Responsible for the planning and delivery of Interventions in a group or on an individual basis to people on probation. The post holder will develop and build a therapeutic and safe working environment for the duration of the programme, in line with operational manuals taking into account different learning styles and abilities. • Will adhere to PS statutory responsibility for safeguarding (Children and Adult) and multi-agency public protection policies to manage all risks of serious harm. • Will manage group dynamics and a range of complexities and needs of people on probation, to ensure effective

	<p>targeting of the intervention and that the learning outcomes are achieved. Responsible for addressing any problematic behaviour within groups.</p> <ul style="list-style-type: none"> • Responsible for continually monitoring and making informed, evidenced recommendations around suitability, risk, safety and wellbeing of people on probation throughout the intervention (pre, during and post), to inform future sentence management. • Will be responsible for completing timely and accurate recording of all relevant data; attendance, feedback, risk issues, and relevant reports, that meet quality assurance requirements. • Responsible for liaising and providing timely and appropriate communication and analysis of people on probation's progress on the intervention or concerns within a group, with the relevant staff or stakeholders (Courts, Criminal Justice Agencies etc) responsible for enforcement and risk management plans. • Deliver, workshops and briefings to Probation staff and external stakeholders on the range, purpose and content of interventions available. • Demonstrate pro-social modelling skills by consistently reinforcing pro-social behaviour and attitudes and challenging anti-social behaviour and attitudes. • Will take part in regular video monitoring feedback sessions to ensure audit standards are adhered to and to review and reflect on their own practice and implement advised professional development. <p>The post holder must adhere to all policies in respect of the sensitive/confidential nature of the information handled whilst working in this position and must always demonstrate a commitment to equality and inclusion and an understanding of their relevance to the work they do.</p> <p>The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation Scheme and shall be discussed in the first instance with the job holder.</p>
--	--

Civil Service Success Profile Criteria

Behaviours	<ul style="list-style-type: none"> • Communicating and Influencing • Managing a Quality Service • Developing Self and Others • Working Together
Strengths	<p>Note: we recommend you choose 4 to 8 strengths locally – select from the list of Civil Service strength definitions on the intranet.</p>

OFFICIAL

Ability	<ul style="list-style-type: none"> • The ability to evidence high level literacy skills required to read, understand and interpret policies and the ability to write reports and correspondence for internal and external stakeholders. • An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh.
Experience	<ul style="list-style-type: none"> • Experience of dealing with challenging behaviour, including from individuals who have experienced a range of social/ personal difficulties, within a professional or personal setting. • Experience of working collaboratively, maintaining effective team relationships. • An awareness and some understanding of the criminal justice system, safeguarding principles and types of sentences given to People on Probation. • Experience of assessing and analysing information from different sources and situations to make decisions. • An understanding of and commitment to promoting equality and valuing diversity. • Experience of using a range of IT software applications such as Microsoft. • Experience of implementing new learning to improve performance. • Experience of planning and prioritising tasks effectively in response to changing demands.
Technical	<ul style="list-style-type: none"> • Candidates will be required to undertake and pass an Assessment Centre prior to undertaking training. • Candidates will be required to become an Accredited Programmes Facilitator by: <ul style="list-style-type: none"> ○ Undertaking and successfully passing Core Skills (1 week) to evidence their competence in delivering group work interventions (within 6 months). ○ Undertaking and successfully passing Programme specific training for each programme and intervention the service delivers (1 week per programme).

Minimum Eligibility	<ul style="list-style-type: none"> • All candidates are subject to security and identity checks prior to taking up post. • All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS. • All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.
----------------------------	--

Hours of Work (Unsocial Hours) Allowances	<p><i>Leave Blank</i></p> <p>To be used by the JES Team only</p>
--	---

OFFICIAL

