



HM Prison & Probation Service

PS Job Description (JD)

PS Band 3

Directorate: Probation Service

Job Description: Community Payback Placement Coordinator

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PS Job Description

Job Title	Community Payback Placement Coordinator
Directorate	Probation Service
Band	Band 3

Overview of the job	<p>This is a high-profile role within PS responsible for establishing and maintaining relationships with a range of current and future partner organisations, customers and stakeholders. This will involve working with a range of voluntary and statutory organisations.</p> <p>The post holder will ensure that sufficient work placement that meet the quality standards set out in the Community Payback Guidance are available so that the sentence of the Court can be carried out effectively.</p> <p>The post holder will support the CP Manager to ensure that all Community Payback placements meet the policy objectives of the organisation and comply with relevant legislation.</p> <p>Post holders may be required to undertake weekend working as part of their normal pattern of working.</p>
Summary	<p>The job holder will identify and establish community-based work projects that fulfil the requirements of the Community Payback Guidance Manual. This includes monitoring and review of existing projects.</p> <p>The post holder will conduct relevant health and safety assessments of work placements and ensure compliance with organisational policy and health and safety legislation.</p> <p>The post holder will have oversight of the placement induction procedure, defining tasks and safe working practices and appropriate allocation and use of required tools and equipment.</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"> • Find and assess a wide range of suitable Community Payback placements, including those providing an opportunity for service user training and future employment and placements appropriate for people with protective characteristics. • Assess the viability of income generation opportunities within new placements, discuss with beneficiaries and manage the process to maximise this potential. • To complete a schedule of safe working practice for work and create a project file in accordance with Health and safety standards. • Promote positive relationships with beneficiaries/ stakeholders, including meetings and site visits as required to manage customer/stakeholder relationships and

promote a positive perception of the PS with community networks.

- Ensure that a safe working environment for staff, service users and beneficiaries is maintained on all Community Payback work sites in compliance with Health and Safety legislation and PS policy.
- Ensure that placements remain compliant with quality requirements and take action as required to improve or discontinue placements where quality standards cannot be met.
- Be responsible for coordinating tools, equipment, appropriate clothing and PPE and other resources used on Community Payback placements and ensure that all equipment complies with Health and Safety requirements and that users know how to safely use the equipment.
- Ensure that relevant Health and Safety Training is provided to staff both in response to ad-hoc needs and as required by the service delivery plan.
- To support investigations into Health and Safety incidents and ensure that serious incidents including near misses are reported and that lessons learnt are shared within the team.
- To support the electronic, social media and other innovative means to receive nominations for new placements from the public and promote Community Payback, within PS guidelines.
- Liaise with probation practitioners as necessary to exchange information and maintain appropriate working arrangements.
- To participate in rota planning, delivering and reviewing the service user induction.
- Recruit, support and coordinate Mentors who will encourage service user compliance, engagement and access to local support networks.
- To cover the CP supervisor role where required to avoid cancellation of work placements for operational reasons.
- To contribute to training of CP supervisors and beneficiaries, as appropriate

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.

An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh.

Civil Service Success Profile Criteria

Behaviours	<ul style="list-style-type: none"> • Managing a Quality Service • Working Together • Communicating and Influencing • Delivering at Pace • Making Effective Decisions
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>
Ability	
Experience	<ul style="list-style-type: none"> • UK Manual Driving License • Evidence of working as part of a team, sharing good practice, knowledge of community networks and the skills to promote a strong team ethos • Examples of maintaining positive working relationships with a range of stakeholders (beneficiary organisations) and represent the organisations at meetings and Forums • Experience of conducting workplace reviews to make judgements about compliance with quality standards
Technical	<ul style="list-style-type: none"> • Health and Safety Institution of Occupational Safety and Health (IOSH) Level 3 or Managing Safely qualified • Ability to drive a Minibus D1 and trailer • Qualified as an assessor for NVQ awards for service user e.g. OCN

Minimum Eligibility	<p><i>Please do not alter this box</i></p> <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.
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Hours of Work (Unsocial Hours) Allowances	<p><i>Leave Blank</i></p> <p>To be used by the JES Team only</p>
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