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**Project Manager – HMPYOI Aylesbury**

**Part time (22.5h/week), 12 months initial contract**

**About Trailblazers Mentoring:**

Established in 1998, Trailblazers is a national charity set up to mentor young offenders (aged 18-30), with the primary objective of helping to reduce their re-offending. Through weekly 1 hour, 1:1 mentoring sessions – both inside prisons and “through the gate” once they are released – we aim to educate, encourage, and inspire our mentees to change their future and make a positive impact on their communities. More information can be found at [www.trailblazersmentoring.org.uk](http://www.trailblazersmentoring.org.uk).

**Key Responsibilities:**

1. Day to day management of the mentoring projects connected to HMPYOI Aylesbury.
2. Recruit, train and support a team of volunteer mentors.
3. Ensure monitoring systems are kept up to date and annual project targets are achieved.
4. Risk management to ensure the safety of mentees and mentors.
5. Designated Safeguarding Officer for the project.

**This role is available for an initial 12 month contract, with the potential for extension subject to funding and project progress.**

**Main tasks and duties:**

*Day to day management of the mentoring projects connected to HMPYOI Aylesbury*

* Responsible for the management of all mentoring cases in the prison and in the community.
* Promoting the mentoring service within the prison (to prisoners, prison staff and other organizations working there).
* Securing referrals for the mentoring service.
* Enrolling mentees (prisoners) onto the mentoring programmes, checking suitability and risk, and matching them with a volunteer mentor.
* Attending and participating in meetings regarding the mentees in both the prison and community.
* Establishing good working relationships with prison staff and other services based in the prison and the community.
* Managing the transition of mentees being release from prison into the community and ensuring supports are in place for the mentees.
* Regular review of mentoring cases and outcome monitoring.

*Recruit, train and support a team of volunteer mentors*

* Support and manage existing volunteer mentors.
* Actively recruit new mentors for the projects (e.g. attend volunteer fairs, place advertisements).
* Deliver induction and ongoing training for volunteer mentors.
* Ensure volunteer mentors are aware of and follow organizational policies and procedures.
* Organize regular volunteer recognition events and develop support systems for volunteer mentors (e.g. peer support).

*Ensure monitoring systems are kept up to date and annual project targets are achieved*

* Manage all internal monitoring systems to ensure the safety of the volunteer mentors and mentees on the programme.
* Ensure databases are kept up to date and information is recorded accurately, including outcome data.
* Produce monthly progress reports about the project, and when required, for other reports (e.g. fundraising submissions).
* Meet annual targets and work plan objectives that have been set.

Undertake any other responsibilities commensurate with the role.

**Skills/ Experience Required**

**Essential Skills/Experience:**

* Experience of working within the youth or criminal justice sector.
* Experience of working with challenging, hard to engage or disaffected groups of people.
* Experience of recruiting, training and managing volunteers.
* Project Management experience.
* Personable in approach and skilled at engaging and communicating effectively with a broad range of stakeholders.
* Well-rounded IT skills (Microsoft Word, Excel, PowerPoint).
* Experience of using online data management systems, e.g. Salesforce or similar.
* Excellent verbal and written communication skills.
* Ability to work independently, manage competing priorities and ensuring deadlines are met.
* Excellent ability to manage time, be well organized and strong attention to detail.
* Ability to work flexibly and support the work of other staff members and volunteers.
* Strong ability to follow organisational policies and procedures, including: safeguarding, health & safety, GDPR.

**Desirable Skills/Experience:**

* Experience of using Salesforce.
* Experience of working in the voluntary and community sector.
* An understanding of the key issues facing people in prison and the challenges they face in desisting from re-offending.
* Experience of using outcome measurement tools.

**Remuneration:**

* Salary range: £29,500 – £32,500 (PRO RATA)
* 6-month probationary period, and annual performance review
* Pension - automatic enrolment into pension scheme after 3 months.
* Holiday - 23 days plus 8 public holidays (PRO RATA)
* Location – on site at HMPYOI Aylesbury and home based depending on the needs of the service.
* Hours:22.5 hours per week offered flexibly to be agreed with line manager. Occasional evening/weekend working may be required (TOIL policy will operate).
* Access to the organizations Employee Assistance Programme.

*The successful applicant will be required to apply for an enhanced disclosure from HMPS Shared Services (pre-employment checks). Such checks are impartial and confidential, and give details on an individual’s criminal record, and where appropriate gives details of those who are banned from working with children or vulnerable adults.*

**Applicants should send their CV and covering letter outlining how they meet the skills and experience required for role for the attention of Lucy Ridley at** **info@trailblazersmentoring.org.uk**

**For an queries about the role, please direct to Sarah Ball at** **sarah.ball@trailblazersmentoring.org.uk**

Closing date for applications 6th January 2023. Please note Trailblazers will be actively interviewing the right applicants during recruitment and may close recruitment early if a suitable candidate is found. Interviews will be held the **week commencing 23rd January, or as and when the right applicant is identified.** Second round interviews may also be held.

*Trailblazers Mentoring is committed to equality and diversity and strongly encourages applications from BAME groups.*