

ADVISER: INFORMATION, ADVICE & GUIDANCE

Location: HMP Winchester, Romsey Road, Hampshire, SO22 5DF

Hours: 37.5 hours per week, 52 weeks per year

Flexible Working: We welcome applications from those seeking flexible or part time hours

Salary: Up to £24,000 per annum

Apprenticeships: Development opportunities are available through Apprenticeship standards

Reporting To: Education Manager

IN SHORT

Milton Keynes College are recruiting for an Information, Advice and Guidance Adviser to join the team at Winchester.

As an Information, Advice and Guidance Adviser, you will be responsible for effectively managing prisoner Caseloads to achieve sustained employment, training, continued education, course enrolment and completion of prison employment outcomes. You will provide IAG in both an individual and group setting and will coach, mentor, support and signpost as required to achieve outcomes.

You will deliver a programme of support for prisoners that complements custodial education and employment strategies in order to help them achieve their personal learning goals and to assist them in their rehabilitative journey.

You will contribute to the planning, implementation, monitoring and evaluation of an effective and high quality IAG service in custody. This will be delivered in partnership with all stakeholders.

MK College will treat all applicants fairly and with respect, irrespective of their background, disability or any other individual characteristic. We particularly encourage applications from people with backgrounds which are currently under-represented within Milton Keynes College. All offers made to successful candidates are subject to satisfactory outcomes to a range of pre-employment checks including a Disclosure and Barring Service check (DBS). In addition, security clearance is required for all prison services positions up to Counter Terrorist Check (CTC) level.

OUR BENEFITS

- 25 days annual leave, 3 additional days leave for Christmas to New Year closure and UK Bank Holidays (entitlement will be pro-rated for part-time employees)
- Generous Pension Scheme
- Professional development opportunities, including professional qualifications
- Employee Assistance Programme (EAP) accessible 24 hours per day, 365 days per year
- A variety of amazing discounts with NUS Card
- Employee wellbeing platform with options to book free activities

MAKE A DIFFERENCE

In this role, you will:

- To effectively manage prisoner caseloads to achieve sustained employment, training, continued education, course enrolment and completion of prison employment outcomes. You will provide Information, Advice and Guidance (IAG) in both an individual and group setting and will coach, mentor, support and signpost as required to achieve outcomes.
- Conduct group and 1-1 IAG induction sessions for all new receptions and ensure all prisoners have an individual Prisoner Action/Learning Plan created
- Contribute to resettlement plans of prisoners, ensuring that goals are realistic and consider any barriers to employment sectors due to the nature of certain types of convictions
- Provide advice, on request, to prisoners about distance learning opportunities
- Provide additional support to prisoners identified with learning needs to enable them to progress and develop greater independence over time.
- Undertake various administrative duties and ensure that all documentation is completed to agreed deadlines and to a high standard
- Work in collaboration with key partners to identify and develop initiatives that will enhance the employability of prisoners on release
- Act as a champion for the promotion and development of English, maths and ICT skills
- Work with prison and library staff to ensure appropriate careers related resources are available to all prisoners in key areas
- Support prisoners to develop their employability skills through conducting a range of activities including themed workshops
- Be aware and fully committed to Milton Keynes College's Regulations, Strategy and Objectives to work together to advance Equality, Diversity and Inclusion and support the challenging of racism, prejudice and inequality, wherever it is found.

This job description is just a guide; you'll be expected to be flexible and perform any other duties as reasonably required of you by your manager and your role is likely to evolve and develop over time. In all your duties, you will be required to take reasonable care of yourself and ensure the safety of our students, your colleagues and other people with whom you come into contact at the College.

IT'S ALL ABOUT YOU

Building

Fairer Futures

KNOWLEDGE, EXPERTISE & QUALIFICATIONS	<ul style="list-style-type: none"> • Qualified at Level 4 in Careers Guidance, or willing to work towards within 12 months of appointment. • Level 2 English and Maths, or equivalent. • Experience in a customer interfacing role. • Experience of providing IAG to service users. • A track record of success in an Adviser role with strengths in delivering to targets, demonstrating empathy, empowerment, challenge and resilience.
IMPACT	<ul style="list-style-type: none"> • Working with students who may have little experience of education and training. • The ability to interact with individuals at all levels, demonstrating a “can do” approach within the constraints of a custodial setting
QUALITY	<ul style="list-style-type: none"> • Working with word processing, spreadsheets, databases, email and internet systems. • Ability to plan, communicate and problem solve effectively. • Strong interpersonal, and excellent communication, skills, both written and verbal. • Good organisational skills with the ability to manage multiple tasks successfully.
RESPONSIBILITY	<ul style="list-style-type: none"> • Develop the information, advice and guidance provision. • Training, supervision and delivery of IAG services. • Contribute to the planning, implementation, monitoring, and evaluation of an effective and high quality IAG service in custody. This will be delivered in partnership with all stakeholders.
RELATIONSHIPS & REPUTATION	<ul style="list-style-type: none"> • Excellent communication skills • Open/Reflective/Self-managing • Enthusiastic and self-aware • Team focussed • Reliable, adaptable and dependable • Able to motivate self and others
VISION & DIRECTION	<ul style="list-style-type: none"> • Ability to demonstrate commitment to principles of Safeguarding and equality and Diversity. • Willingness and ability to assume responsibility and to see through detailed tasks. • Commitment to students and students’ success.

ABOUT US

Building

Fairer Futures

Welcoming those who want to learn and improve, we focus on meeting individual needs. The College is at the heart of the city's economic vision and community strategy, in addition to being a major employer with over 1,000 people working with us. We build and nurture strong partnerships with the wider community and local businesses with an interest in making the Milton Keynes College Group a safe, innovative and inspiring place in which to learn and work. We are proud to offer an open and inclusive education experience to learners of all levels and backgrounds, with over 3,000 16-19 year olds currently studying with us and a total student population of over 8,000. We offer a broad variety of qualifications, including vocational courses, apprenticeships, higher education, professional certificates as well as employability skills and community training.

Founded on the principle of Further Education's ability to transform lives through learning, we're proud to create an environment that attracts the best staff and students from Milton Keynes and the surrounding areas and supports education in Prisons nationally. The value we gain from the diverse communities we serve is immeasurable. We want all our staff, students and learners to feel they are an integral part of the College and together we will create an inclusive culture where everyone can contribute to College life and our collective knowledge and growth. When applying for a role at the College, you can expect the same level of commitment towards diversity and inclusion as you'll experience when you've started with us. We treat all our applicants fairly and with respect, irrespective of their background, disability or any other individual characteristic. We particularly encourage applications from people with backgrounds which are currently under-represented within Milton Keynes College.

Code Makers Academy is a subsidiary of Milton Keynes College and is the delivery arm of the South Central Institute of Technology. The South Central IoT is a consortium of prestigious partners led by Milton Keynes College. Anchor partners include Microsoft, McAfee, Evidence Talks, Activate Learning, Cranfield University and KPMG.

The College is also a national provider of education services in prisons across the country. For nearly 30 years, we have worked with offenders in both custody, the wider community and currently work with 19 prisons across England; this includes 13 prisons, which make up the Long Term High Security Estate, and 6 category B, C & D men's prisons.

Milton Keynes College is a committed safer recruitment employer in line with Keeping Children Safe in Education (KCSIE). We take extreme care in ensuring the safety and welfare of children, young people and vulnerable adults. **All offers made to successful candidates are subject to satisfactory outcomes from a range of pre-employment checks including a Disclosure and Barring Service check (DBS). In addition, security clearance is required for all prison services positions up to Counter Terrorist Check (CTC) level.**