**The Forward Trust Job Description**

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| **Position Title** | **Connections Visits Whole Family Play Facilitator- HMP Millsike** | **Reports to** | **Connections Visits Team Leader** |

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| **Introducing Forward Trust** |

We are Forward, the social justice charity that empowers people to break the cycle of crime or addiction to move forward with their lives. For more than 30 years we have been working with people to build positive and productive lives, whatever their past. We believe that anyone is capable of lasting change. Our services have supported thousands of people to make positive changes and build productive lives with a job, family, friends and a sense of community.

We campaign to change public attitudes and policy so that people, who are often written off by society, can access transformational support. We are proud to be the UK’s leading addiction recovery charity, desistance experts, homelessness and employment advocates, who improve public awareness and understanding by demonstrating the potential of people to recover and rebuild their lives.

**HMP Millsike**

HMP Millsike, the UK’s newest, and first ‘green’ prison, is due to open in early 2025, run by Mitie Care and Custody on behalf of the Ministry of Justice. The Forward Trust is a strategic partner to Mitie Care and Custody, providing our Connections Services across the prison and supporting a restorative and rehabilitative culture that enables prisoners to unlock their potential.

Millsike will offer a dramatic shift from traditional prison environments. It will be a vibrant, bustling community, teeming with industry, activity and opportunities for personal growth. It will promote change through a restorative and rehabilitative environment and culture, empowering individuals to make self-determined choices and equipping them with the skills and emotional resilience to produce effective and long-lasting change.

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| **Role/Team Overview** |

Forward Trust’s Connections Team at HMP Millsike will have responsibility for delivery of a core ‘Connections’ service including:

* Connections Visits
* Connections Family and Relationship Services
* Connections Health and Wellbeing and Substance Misuse Services

The Prison Visits Play Facilitator role is responsible for providing a safe, supportive, and engaging play environment for children visiting their family member in prison. The primary objective is to mitigate the emotional stress of prison visits, fostering positive interactions between children and their loved ones. This role requires a compassionate individual who can create a warm and inviting atmosphere, and facilitate age-appropriate play, ensuring all activities are inclusive and supportive of the children’s emotional and social needs.

**Key Accountabilities**

Key Responsibilities:

* Design, coordinate, and facilitate play activities that are age-appropriate and cater to a range of emotional and developmental needs.
* Maintain a secure and nurturing environment for children during their visits to the correctional facility.
* Ensure a varied programme of age-appropriate play activities is available on all visit sessions, accounting for differing needs and ages of children visiting the prison.
* Ensure all play activities are planned and set out before children access the play areas.
* Observe and respond to the needs of each child, providing emotional support and encouragement.
* Support play and interaction between prisoners and their child(ren) /families, identifying and nurturing opportunities for connections.
* Work alongside our Connections Family and Relationships Practitioners to engage prisoners on the wings to understand their parent-child relationship challenges, designing visits play activities to help overcome them.
* Ensure that all activities comply with HMP Millsike security protocols and standards.
* Manage resources and play materials, ensuring that they are safe, clean, and well-maintained.
* Assist with the delivery of special visits, family programmes and/or events held within the visits centre, as required, including provision of play activities.

**Partnership Working:**

* Collaborate with prison staff, social workers, and child psychologists to ensure that play activities support the overall wellbeing of the children.
* Work closely with family services and external child welfare organisations to integrate additional support services and resources.
* Build and maintain relationships with community groups and volunteers to enhance the program’s offerings and reach.

**Outcome Monitoring and Continuous Improvement:**

* Regularly evaluate programme effectiveness through feedback from children, families, and prison staff, adapting activities to meet changing needs and interests.
* Maintain detailed records of attendance, activities conducted, and observable outcomes related to children’s behaviour and engagement.
* Identify and implement improvements to the play sessions and overall environment based on best practices and emerging research in the field of child development and psychology.

**Safeguarding:**

* Uphold the highest standards of child protection and confidentiality at all times.
* Remain vigilant about the children’s safety, promptly addressing any concerns or incidents in line with established protocols.
* Receive ongoing training in safeguarding and child protection, staying informed about current legislation and policies.

**Administration and General:**

* Prepare reports and presentations for Forward Trust and HMP Millsike management and external stakeholders to highlight the impact of facilitated play.
* Manage the inventory of play materials and supplies, placing orders and organising repairs as necessary.
* Participate in staff meetings, training sessions, and professional development opportunities to enhance skills and knowledge pertinent to the role.
* Flexible working required, including evenings and weekends on a rota basis

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| **Role Criteria**  |

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| **Criteria Requirement** |
| **E** | **Essential Criteria** |
| **D** | **Desirable Criteria** |
| **Criteria Measure** |
| **A** | **Application** |
|  **I** | **Interview** |
| **T** | **Test** |

**Below is a list of the criteria required to apply for this role; please address each of these points in your application.**

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| **Knowledge, Skills & Experience**  |
| Experience working with children, particularly in stressful or unusual environments  | Essential  | ApplicationInterview |
| Strong interpersonal and communication skills, with proven ability to work sensitively with diverse groups | Essential  | ApplicationInterview |
| Ability to handle sensitive situations /information with discretion and professionalism | Essential | ApplicationInterview |
| Previous experience working in child advocacy or related role  | Desirable | ApplicationInterview |
| Previous experience of developing and implementing service improvements. | Desirable  | ApplicationInterview |
| Skilled in communication, presenting, data, written and verbal. | Essential | ApplicationInterview |
| Working knowledge of using Microsoft Office packages /digital systems. | Desirable | ApplicationInterview |
| Experience of working in prison visits centres or equivalent environments.  | Desirable | ApplicationInterview |
| Experience of databases, including overseeing the collection, recording and collating of information, including statistical data, for audit, research and reporting purposes. | Desirable | ApplicationInterview |
| A positive problem-solving approach with the ability to focus on key issues quickly and clearly. | Essential | ApplicationInterview |
| Flexibility to meet the needs of the service as it develops. | Essential | ApplicationInterview |
| The ability to engage effectively with the client group, as applicable. | Essential | ApplicationInterview |
| Experience of partnership working with colleagues and external agencies.  | Desirable | ApplicationInterview |
| **Personal Attributes** |  |  |
| **Proactivity** – Quick thinking with a high-level use of initiative | Essential | ApplicationInterview |
| **Resilience** – Solves problems, takes learning on board from mistakes to aid personal and professional growth | Essential | ApplicationInterview |
| **Adaptability** – Can work in fast-paced changing environments  | Essential | ApplicationInterview |
| **Confidence** – Has confidence in own abilities, has good eye contact and able to communicate clearly and concisely | Essential | ApplicationInterview |
| **Teamwork** – Works in harmony with colleagues to deliver results  | Essential | ApplicationInterview |
| **Open to Feedback** - Open to constructive feedback to further develop | Essential | ApplicationInterview |
| **Innovative – Continually** searching for better ways of working | Essential | ApplicationInterview |
| **Qualification** |  |  |
| NVQ Level 2 (childcare) | Essential  | ApplicationInterview |
| Trauma informed care practices.  | Essential  | Application Interview  |