



## The Forward Trust Job Description

Position Title	Supporting People On Probation Navigator	Reports to	Team Leader
Location: Surrey			

### Why Work for Us?

Adults have a proven reoffending rate of 25%. Forward Trust are on a mission to change that because we believe another life is possible.

We support People on Probation in **Surrey** to successfully complete their Probation Supervision, to stop offending, and to live their potential. Delivering interventions and providing support so that they build relationships with their community, other services, pro social friends, families, and themselves. Building a crime free life stops the cycle of harm.

### Role/Team Overview

We are looking for more people who share our vision to join our **Supporting People on Probation Team** in **Surrey** as a **Supporting People on Probation Navigator**. You might have worked in prisons, probation, police or the courts before. You could be a psychology graduate, life coach, counsellor or psychotherapist. You might have worked in education, social services, health, or social prescribing, maybe you were or are a foster carer. Perhaps right now are able to bring different life skills and experiences that are transferable. The important thing is that you really enjoy working with others, are good at building rapport, are passionate about making a difference, and believe that everyone can turn their life around. Join us as a **Supporting People on Probation Navigator**, at **Forward Trust**, make a difference to individual lives whilst building your career in a leading Charity who prove every day that “another life is possible”. We believe that everyone can live a fulfilling life, whatever their past.

Our People on Probation Interventions help adult men understand their **lifestyle and associates**, their **family and significant other relationships**, their **emotional wellbeing**, and how to overcome **social exclusion**. You will walk alongside them as they **navigate** the consequences of their crimes on their relationships and themselves, leave behind relationships that lead to offending, and repair and build relationships that move them Forward to another life.

In **Surrey** we work alongside the **Probation Service** within the Guildford, Redhill and Staines probation service offices. We may also be required to work alongside prison Resettlement Teams in prisons within **HMP Coldingley and HMP Highdown**. A full UK driving license is desirable for this role as travel between venues is essential. A work day for you might include facilitating a group music intervention, checking on the progress of a community allotment project, meeting someone prior to being released from prison, delivering a 1:1 with a Service User experiencing family breakdown, taking someone to the Doctors for the first time in their adult life, and finishing the day taking the winning penalty in a game of football – nice shot by the way!

It's important work, and with it comes responsibility. You will have close relationships with Probation Practitioners and will agree with them and your Service Users their Action Plans and interventions. These form part of your Service Users enforceable sentence conditions. Some of your clients are vulnerable in their mental and physical health, and for all of them there are consequences if they are unsuccessful. Therefore, you will make every contact matter and keep excellent records. We provide training and support, but we need you to understand and be highly motivated to engage with all aspects of this role right from your application.

Your **Surrey** Team is a part of Forward Trust's national **Commissioned Rehabilitative Services (CRS)**, which we provide directly for **HMPPS**. The **Surrey Service** is part of the **Personal Wellbeing** umbrella where we are lead provider in 7 areas (**Bedfordshire, Cambridgeshire, Essex, Lincolnshire, Norfolk, Sussex, Surrey**); and subcontractor in **Kent** and **Cheshire**, providing family support. We also provide CRS Accommodation services preventing homelessness for people on probation in Wales in **Dyfed-Powys, South Wales and Gwent**. And, across all **London and Yorkshire and The Humber** we provide **Dependency and Recovery** support. Join a vibrant and passionate wider **CRS** team as part of Forward Trust where **30% of our staff have lived experiences** of addiction or offending.

### The Job:

- Supporting People on Probation Navigator – Surrey.
- **35** hrs per week.
- You will be based within the Redhill probation delivery office and will also be required to travel to the Staines and Guildford probation delivery offices as well as to HMP Highdown and HMP Coldingley. Travel between these locations is essential.
- Some interventions may be delivered virtually to meet the need of the Service User; however, this is an in-person service, and you should expect to attend a work location daily.
- Some evening work.

### What we need from you:

- Belief in the ability of anyone to change, that another life is possible.
- A genuine passion for helping others and an ability to form strong working alliances with Service Users, Colleagues, Probation Practitioners and all stakeholders.
- Transferable skills or direct experience of needs and risk assessment, action planning, delivering 1:1 and group interventions, keeping detailed accurate records, safeguarding self and others, taking part in continuous professional development.
- Trustworthy, a team player, confident and safe when working independently.
- Creativity, collaboration and flexibility.
- Strives to meet and exceed own and shared targets as well as high standards for delivery.

### We Offer:

- Salary band of £25,154 – £30,742. Starting salary depending on experience
- 25 days annual leave and bank holidays (annual leave rises to 30 days with length of service)

- 3 additional wellbeing days to be spent by you in any way that supports your health, no questions asked.
- Contributory Pension Scheme – Employer matched contributions of up to 6% in the first two years' service and up to 9% thereafter
- Death in Service Payment (2x annual salary)
- Critical Illness Insurance (subject to qualifying criteria)
- Simply Health Benefits (optional)
- Flexible working options
- Bluelight Card eligibility
- Season Ticket Loan Scheme
- Cycle to Work Scheme
- Electric Car / Bike Scheme
- Crisis loan
- Enhanced sick pay policy.