



Job Description

The Welcome Directory
27 Tavistock Square
London WC1H 9HH
t. 0753 812 9347
e: admin@welcomedirectory.org.uk
w. www.welcomedirectory.org.uk

JOB TITLE:	Capacity Development Officer
LOCATION:	Home based and occasionally at the London Office of The Welcome Directory, 27 Tavistock Square, London, WC1H 9HH
ACCOUNTABLE TO:	Project Manager
KEY RELATIONSHIPS:	The Welcome Directory staff, Registered and Potential Faith/ Belief Communities, Volunteers, Prison Chaplains
CONTRACT TYPE:	Fixed Term (for 12 months from start of contract)
WORKING HOURS:	Part Time (2 Days per week/ 16 Hours/ 0.4 FTE)
SALARY:	£27,302 pro rata (£10,921 pa based on hours worked)

JOB SUMMARY:

The post holder will develop engagement from faith/ belief leaders, faith/belief communities, and volunteers on behalf of the organisation. The goal of the post is to ensure that capacity of these stakeholders is developed through online learning courses and events, thus adding to the number of registrations.

This will include, but may not be limited to:

- Co-ordination of events, with support from the Networking & Admin Officer, including:
 - Delivery of the Prisons Awareness Course (online).
 - Delivery of the webinar series (online).
 - Facilitation of the annual Safeguarding webinar (online).
 - Facilitation of faith/ belief community engagement events (in person and/ or online) (as required)
 - Representing The Welcome Directory at appropriate external faith/ social justice events (in person and/ or online) (as required)
- The selection, training, co-ordination, and support of volunteers.
- Development of content for appropriate resources to support:
 - Faith/ belief communities in welcoming prison leavers.



- Prison Chaplains in resettlement work through the directory resource.
- Developing the population of the directory and promoting registration amongst faith/ belief communities.
- From time to time, you may be required to undertake additional activities which are appropriate to the development nature of this role as required by your line manager.

PERSON SPECIFICATION:

The post is open to any person with recent or ongoing experience of the resettlement of prison leavers. The ideal post holder will be able to demonstrate a high level of awareness of the resettlement issues faced by those who have engaged their faith/ beliefs whilst in prison, and an understanding of the role faith/belief communities can play in addressing these.

Essential

Personal Attributes:	Commitment to their own faith/ beliefs and the life of their faith/ belief community Ability to work collaboratively and flexibly within the team Self-directing with capacity to prioritise Ability to meet deadlines
Education:	Educated to at least degree level or equivalent
Skills/Aptitudes:	Advanced written and oral communication skills Ability to relate well to people of all faiths/ beliefs Analytical skills IT skills to an Advanced level, including use of technology such as Zoom, Teams, MailMerge and Office365
Experience/ Knowledge:	Experience of co-ordinating and delivering training Experience of volunteer engagement or management Understanding of resettlement issues faced by those leaving prison with faith/ beliefs Planning and executing meetings, including public meetings
Circumstances:	Willingness and ability to travel, with occasional overnight stays

Desirable

Education:	Higher degree and/ or evidence of research/ reading in proffered area of interest
Experience/ Knowledge:	Prison Chaplaincy structures and the justice system



Working with / alongside those in faith/ belief leadership
Working within a multi-faith team
Social networking in a corporate setting

GENERAL CONDITIONS:

Equality of opportunity, diversity, and inclusion

Equal treatment amongst people from diverse backgrounds and with diverse perspectives is one of the central precepts of The Welcome Directory. The Welcome Directory is committed to implementing its Equity, Diversity, and Inclusion policy, and as an employing body, values the richness which this equal treatment brings to the workplace. Staff found to be behaving in a way that contravenes the policy will be subject to disciplinary action, which could lead to dismissal.

Standards of Behaviour and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of a body representative of Faith/ Belief Communities and as professionals, whatever their job.

It is important that all members of staff present a neat and tidy appearance at all times. The post holder will be expected to model this to all staff and stakeholders. The general appearance should help convey a professional and efficient approach to work. Whilst not wishing to impose unreasonable obligations on staff, The Welcome Directory nonetheless expects you to look smart in appearance at all times while representing the organisation.

In this post, any action that would exclude the holder from prison will disqualify them from this employment.

It is a condition of employment that the post holder is in possession of a recent and valid DBS certificate.

Health, Safety and Safeguarding Responsibilities

Staff must ensure that they do not endanger themselves or others by any act or omission on their part, in line with both the Health and Safety and Safeguarding policies.

Home-working staff must ensure that they are mindful of health and safety responsibilities in their workplace.

Confidentiality

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their line manager or the trustees, in line with the Data Protection policy.



TERMS OF EMPLOYMENT:

General: The post is to be home-based.
Travel expenses as required for the development of the project may be claimed.
Suitable equipment for fulfilling the job will be provided (in line with the IT Provision and Support policy).

Salary: Salary will be £13,651 pa based on 20Hrs per week

Pensions As the employer, The Wellcome Directory pays National Insurance contributions under the 'not-contracted-out' contributions scheme and all members of staff not in a pension scheme are required to join. The Wellcome Directory, as an employer uses Nest, and will, during the term of the post, contribute 5%. Staff have the option to contribute also from their monthly salary.

Hours of Duty: Normal hours of work are 20 hours per week, equivalent 2.5 days, excluding an hour's unpaid break for lunch.

Annual Leave: 10 days paid leave per year exclusive of public and additional holidays (the latter on a pro rata basis).

Contract: The post is offered on a fixed term basis for 12 months from commencement of contract and is subject to a 3-month probationary period.

Whilst this role is fixed term, there may be the potential to extend where funding permits.