

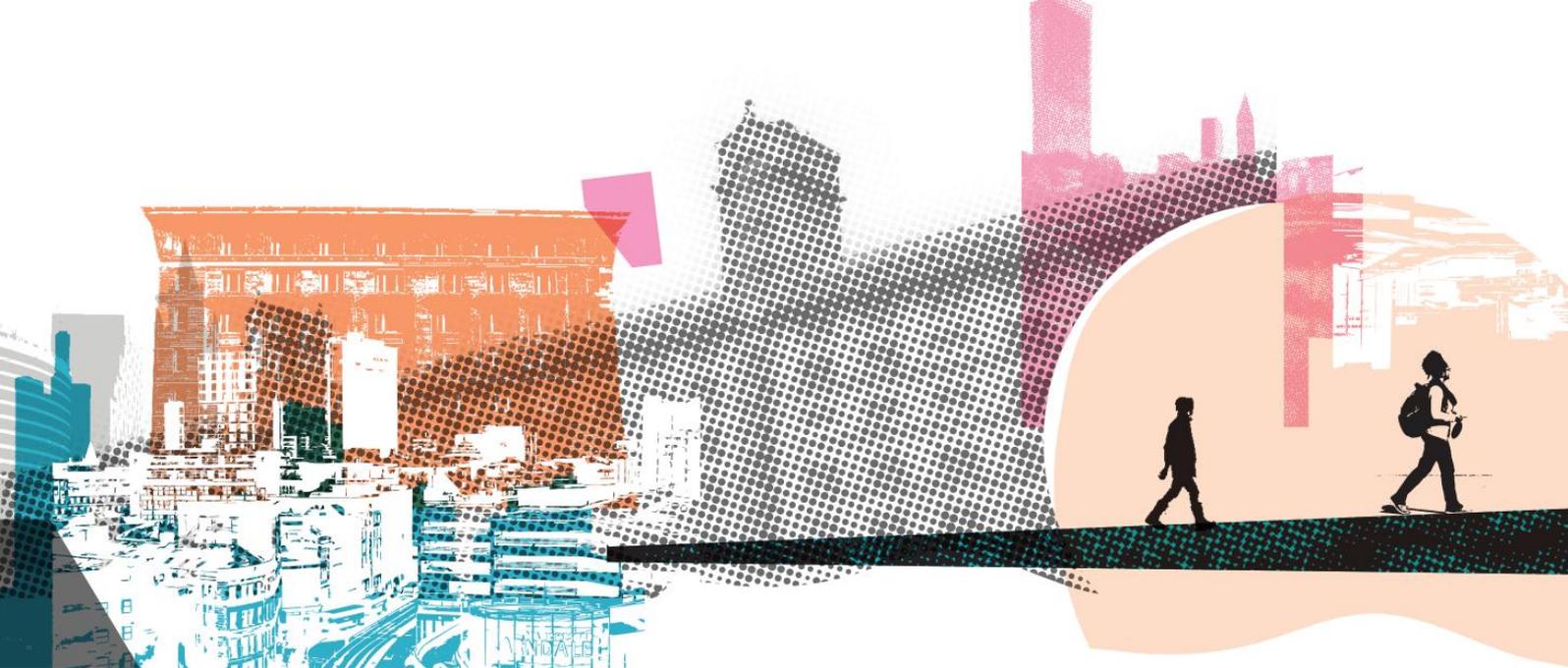
Recruitment pack

THE BIG LiFE GROUP



Prison Link Worker

This job changes lives



About The Big Life Group

The Big Life Group's mission is to fight for equity, in health, in wealth and in life. We are a social business delivering a range of services across the North of England, covering everything from mental and physical health, addiction and criminal justice, to housing, education, family support and much more. What links them together is the way we work – The Big Life Way.

We always stand shoulder-to-shoulder with people, working with them on the things that matter most to them. Everything we do is designed and informed by the needs, priorities and strengths of people and communities.

Our values

- **Courage:** We stand up for ourselves, and the people and communities we work alongside, even when that makes us unpopular, or challenges accepted wisdom.
- **Creativity:** We find innovative solutions that work, never accepting the easy option or the status quo.
- **Honesty:** We act with integrity, speaking the truth to ourselves and others.
- **Inspiration:** We are inspired by the people and communities we work with and share what we learn from them to inspire others.
- **Thoughtful:** We act with care and compassion and work to understand people's experiences. We take time to listen, reflect and continually learn.
- **Valuing difference:** We recognise and celebrate the unique qualities, gifts, insights and perspectives that different people offer.

Working at Big Life

At Big Life, work is more than a job – it's about standing shoulder-to-shoulder with people and communities, making a difference every day. We fight for equity in health, in wealth and in life, and that commitment starts with how our staff.

Be yourself

We want you to feel safe, respected and able to bring your whole self to work. Difference is celebrated here, and our staff networks - from menopause to neurodiversity, LGBTQI+ and more - create space to connect and support each other.

Benefits that matter

We offer more than a payslip - you'll find wellbeing support through LifeWorks, Simply Health and mindfulness sessions, 25-30 days' annual leave plus your birthday off, flexible working, and regular learning opportunities. Everyday perks include Blue Light Card discounts, savings schemes, cycle-to-work, free eye tests and more - little extras to make life easier inside and outside of work.

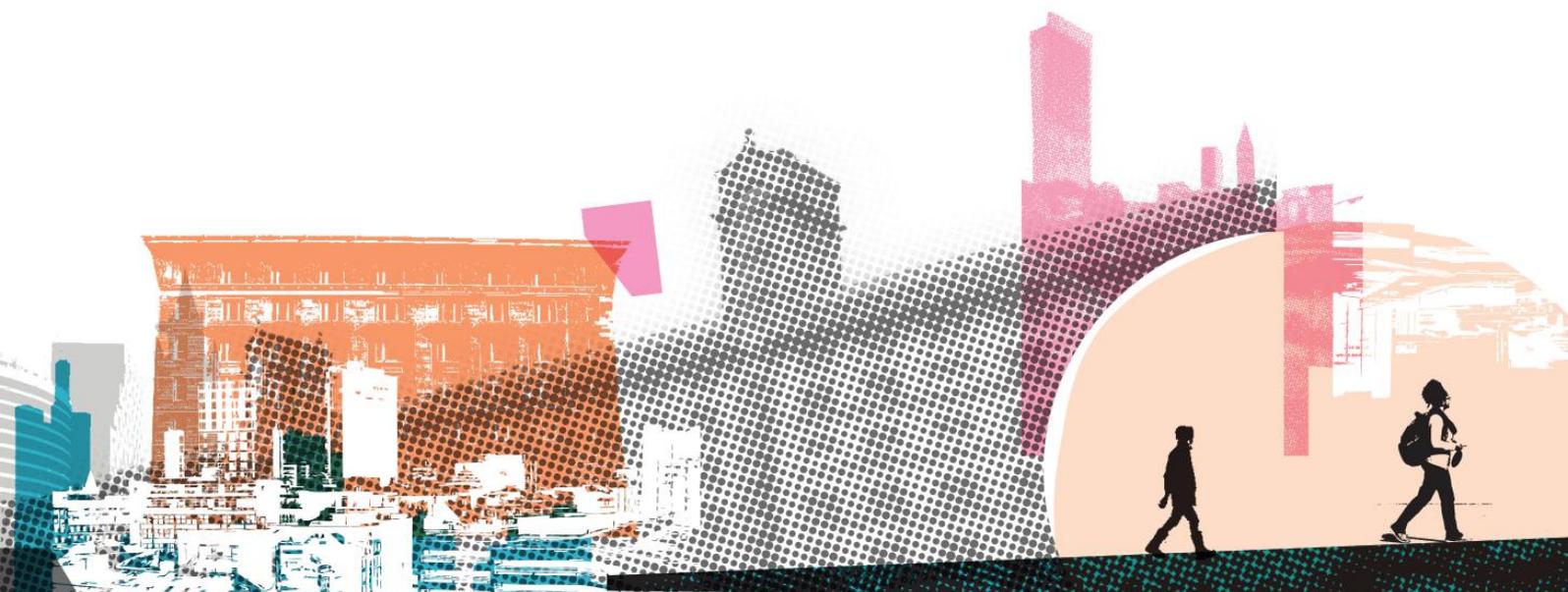
Recognised as outstanding

We're proud to be ranked by Best Companies as one of the UK's outstanding places to work, with a two-star accreditation in 2024.

A culture of trust and flexibility

Our people describe our culture as relaxed and supportive. You'll be trusted to plan your own day, take breaks when you need, and work in a way that fits with your life as well as your role.

If you're looking for more than a job - if you want to be part of a team that's bold, creative and relentlessly committed to equity – then Big Life could be the place for you.



Job description: Prison Link Worker

The basics

Salary

£31,022 (NJC point 17)

Hours

35 hours per week (Fixed term until 30 September 2027)

Annual leave

25 days, increasing to 30 days after five years

Base

Various locations across Greater Manchester

Line manager

Team Leader

Closing date for applications

Sunday, 12 April

Interviews will take place on Wednesday, 22 April

What you'll be doing

As a Prison Link Worker, you'll be supporting the transition of people being released from prison on licence, identifying and supporting the needs of People on Probation across Greater Manchester.

You will facilitate the gate pick-ups for People on Probation on release day, liaising with prisons and pre-release teams to ensure that things run smoothly in line with release times and transportation. You will also be responsible for accompanying them to agreed destinations, including probation offices, agreed accommodations, women's centres and wellbeing hubs.

Where appropriate, you will also meet people in prison who have been referred to the Wellbeing Service as part of a pre-release plan, providing consistent support in the lead-up to their release. This may involve multiple visits to help address the reasons for referral and accompanying them to a wellbeing hub in their locality to support progress around rehabilitation.

Main duties

1. Support those referred to the Wellbeing Service as part of their pre-release plan.
2. Ensure People on Probation are transferred safely to their pre-agreed Greater Manchester address.
3. Liaise with Offender Managers both in prison estates and in the community.
4. Initiate pre-release contact and introduce the Wellbeing Service to those being released.
5. Engage with People on Probation and support their wellbeing needs
6. Use a range of evidence-based tools and techniques to help People on Probation to engage with the support available.
7. Use feedback to enhance personal and service development.
8. Escalate all concerns to appropriate authorities when increased risk is identified.
9. Identify the needs of People on Probation and utilise pathways to support them accessing the appropriate community services.
10. Engage with people using accessible and meaningful language and behaviour.
11. Engage with people in a trauma informed way.

Work-related expectations

1. Work within Big Life's mission, values and ethos.
2. Contribute to Big Life's ongoing development.
3. Ensure the safety of all people by adhering to safeguarding, information security and all other Big Life policies
4. Comply with all Big Life policies and relevant legislation, including health and safety, data protection, and equality and diversity.
5. Undertake regular supervision and an annual review.
6. Commit to personal development and attend training or professional certification courses.
7. Maintain a positive, can-do attitude and flexible approach to change and challenges.
8. Undertake any other duties as required, appropriate to the post.

Person Specification: Prison Link Worker

The successful candidate will be able to demonstrate that they meet the following points, either in their application, at an interview or through taking part in a test.

Experience

1. Experience of working with people facing a range of barriers.
2. Experience of professional boundaries when working with vulnerable adults.
3. Experience of working with a range of service providers and stakeholders.
4. Experience of developing and improving services and projects.
5. Experience of effectively working under pressure in a dynamic environment.

Skills

1. Ability to effectively manage a varied workload.
2. Ability to effectively work with a range of people from different skills and backgrounds, both internally and externally.
3. Ability to deescalate difficult situations in a calm manner.
4. Ability to use IT (Word and relevant software including client management systems).
5. A valid full UK driving licence and access to a car for work purposes is essential.

Knowledge

1. Knowledge of the barriers that service users face when accessing mainstream services
2. Knowledge of the Greater Manchester area

Education

1. Willing to complete an Enhanced Level 1 Security check before any job offer is confirmed.

Personal

1. Personal resilience and flexible attitude in the face of difficulties.
2. Professional, confident and positive “can do” attitude.
3. Non-judgemental and inclusive approach.
4. Commitment to Big Life’s mission and values.
5. Commitment to personal development and willingness to update skills and experience.



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thebiglifegroup.com