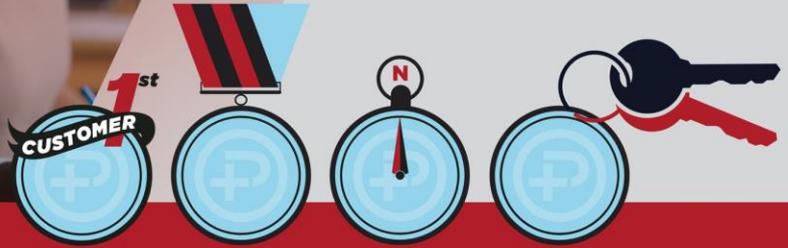


**“We change lives.
One individual at a time.
And in the same way, we’re
going to change society.”**



Job Description

JOB TITLE:	CIAG Advisor
DEPARTMENT	Justice Services
REPORTING TO	Prison Employment Lead
CAREER GROUP	Delivery
DISCLOSURE LEVEL	Prison Clearance

MAIN PURPOSE OF THE ROLE:

The CIAG Advisor will play a key role in supporting prisoners through personalised high-quality careers, information, advice and guidance, from induction to release, ensuring they are prepared to find and maintain employment post-release. The role focuses on aligning prisoners' skills, qualifications, and career aspirations with opportunities, including Release on Temporary Licence (RoTL) placements, work experience, training, and apprenticeships.

KEY RESPONSIBILITIES

- **1-1 CIAG Support:** Provide 1:1 career, information, advice, and guidance at three key stages: induction, mid-point of sentence, and during the final 12 weeks before release. Refer prisoners needing bank accounts and identification to the ID & Banking Admin team. Review and update prisoner Digital Personal Learning Plans (DPLPs) and create new ones for those prisoners who do not have a DPLP, recording other relevant information such as assessment outcomes and required additional learning support.
- **Job Search & Employment Preparation:** Deliver group sessions and individual guidance to help prisoners search for and secure work. Provide support on topics such as CV writing, disclosure letters, job applications, interview techniques, and maintaining employment.
- **Collaboration with Employment Hub:** Coordinate with Employment Hub members (NFN, DWP, PEL & OSPs) to offer holistic work-readiness support, ensuring prisoners have access to training, education, and work experience opportunities that enhance employability.
- **Key Stakeholders:** Work in partnership with community National Careers Service provision to transfer residents leaving the establishment to ensure continuity of services on release. Collaborate with the Justice and PeoplePlus Employer Engagement teams to contribute to local, regional and national LMI to support prisoner progression and organise employer engagement activities for prisoners whilst in custody and on release to aid their progression opportunities.

- **RoTL Placements & Vacancy Matching:** Assist the Prison Employment Lead (PEL) by identifying suitable RoTL placements and vacancies on release, matching them with the appropriate prisoners based on their skills, experience, and career goals.
- **Team Leadership:** Work with the wider prison and partners to recruit, manage, mentor and support a caseload of peer advocates, delivering inspirational CIAG and Employability programmes in both 1:1 and group sessions as required. Lead and mentor a team of prisoner advocates, ensuring they provide effective support and guidance. Support prisoner advocates through their CIAG training.
- **Support Allocation Team:** Assist the allocation team in placing prisoners in appropriate educational and vocational programs based on their DPLPs and career goals. Support the completion of applications for distance learning with Open University (OU) and Prison Education Trust (PET) as appropriate, including follow up of applications to check progress.
- **Professional Development:** Stay up to date with the latest developments in CIAG and prison education, participating in ongoing professional development opportunities.
- **Record Keeping:** Maintain accurate records of all interactions, plans, and assessments, ensuring compliance with relevant policies and regulations. Update Digital Prison Service and key trackers timely and prepare monthly reports for the Head of Education, Skills & Work. Monitor and record the onward progression of residents in both employment and training post release.

PERSON SPECIFICATION

Requirement	Essential	Desirable
Education and Training	✓	✓
IAG qualification at Level 4 or above	✓	
AET qualification at Level 3		✓
A commitment to undertake all necessary training for the role	✓	
Skills, knowledge and abilities		
High level of organisational skills, efficient and results orientated with good time management.	✓	
Ability to work constructively as part of a team and independently. Creative and driven. Can display innovation.	✓	
Ability to build effective and professional relationships with partner agencies and organisations. Transparent and personable. Confident and passionate about inspiring people.	✓	
Respect for and understanding of Safeguarding, Equality, Diversity & Inclusivity, Health and Safety and Data Protection policies	✓	
A background in working with unemployed and / or disadvantaged people and in a challenging or prison environment is desirable		✓
Confidence in using a diverse range of presentation, facilitation and communication skills	✓	
Excellent oral and written communication skills	✓	
Effective active listening skills	✓	
Non-judgmental attitude with a desire to support people to fulfil their full potential	✓	
Flexible and adaptable in high pressured situations	✓	
Experience		
Experience of providing quality Careers Information, Advice and Guidance to clients	✓	
Experience of working with prisoners either in prison or the community		✓
Experience of developing and maintaining excellent relationships with partners to support beneficiaries to succeed/progress	✓	
Experience of supporting and mentoring beneficiaries either face to face or in group settings	✓	
Experience of Microsoft products and ability to use them effectively, including Outlook, Excel, Word and PowerPoint	✓	

Developing careers/employability workshops/ programmes of learning and of planning & delivering on a roll-on, roll-off programme	✓	
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DEMONSTRATE THE PEOPLEPLUS TRADEMARKS		Essentials	Desirable
	Customer First - Helping our customers improve their lives is our 'why'.	✓	
	True North - We always operate with high ethical standards, keeping a sense of our 'True North', even when no-one is watching. We are the best version of ourselves, all the time, in everything we do.	✓	
	Own It - We always take personal accountability for everything we do, including any issue we come across, owning it until it is fixed and seeking help when we need it.	✓	
	Improve to be the best - We want to be the best at what we do for our clients, customers, service users and learners. That means we have a passion to keep learning and improving. We never accept second best.	✓	

Additional Information