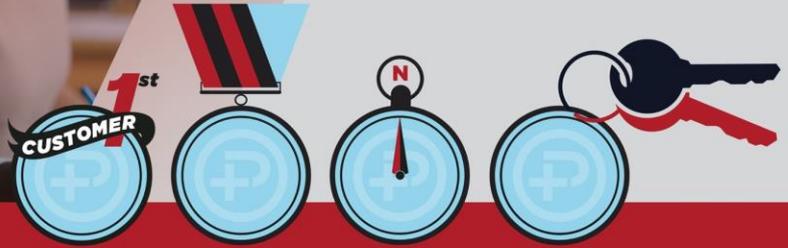


“We change lives.
One individual at a time.
And in the same way, we’re
going to change society.”



Job Description

JOB TITLE: Waste Management Instructor

DEPARTMENT Justice Services

REPORTING TO Industries Manager

CAREER GROUP Delivery

DISCLOSURE LEVEL Prison Clearance

MAIN PURPOSE OF THE ROLE:

We are looking for a highly motivated and environmentally conscious Prison Industries Waste Management Instructor to manage the prison’s waste management services and lead a team of up to 35 prisoners. This role will support HMP Millsike in achieving its environmental sustainability goals, including increasing recycling rates to 90%, eliminating single-use plastics, and contributing to the achievement of net zero targets.

As the Waste Management Instructor, you will provide prisoners with the opportunity to gain valuable formal skills and qualifications in a sustainable industry, including WAMITAB (Waste Management Industry Training and Advisory Board) training. Your role will involve overseeing the collection, processing, and disposal of waste materials, and contributing to recycling and waste efficiency meetings. Additionally, you will be responsible for maintaining stock levels, ensuring the safe use of tools and equipment, and coordinating with contractors and technical staff.

This is a great opportunity to make a significant impact both on the environment and on the rehabilitation of prisoners through meaningful, skills-based work.

KEY RESPONSIBILITIES

- **Manage Prisoners in Waste Management:** Lead and manage a team of up to 35 prisoners, providing training, supervision, and motivation as they deliver waste management services across the prison estate.
- **Sustainability and Recycling Goals:** Support the prison in achieving environmental goals, including increasing recycling rates to 90%, eliminating single-use plastics, and contributing to the prison's net zero ambitions.

- **WAMITAB Training:** Oversee the formal training of prisoners in waste management through WAMITAB qualifications, ensuring they gain valuable skills that can be transferred to work in the waste management and recycling industry.
- **Waste Collection, Processing, and Disposal:** Ensure the effective collection, processing, and disposal of waste materials across the estate, adhering to all safety, security, and environmental policies.
- **Contribute to Recycling/Waste Efficiency:** Actively participate in recycling and waste efficiency meetings, providing updates and insights to the Head of Sustainability regarding waste management operations and sustainability performance.
- **Stock Management:** Ensure sufficient levels of stock are maintained by advising management on procurement needs, logging materials used, and ensuring all waste materials are fit for purpose and compliant with sustainability targets.
- **Maintenance and Repairs:** Carry out planned maintenance, small repairs, and service requests raised via the Computer-Aided Facilities Management (CAFM) system. Assist with project work as required.
- **Tool and Equipment Safety:** Be responsible for the safe use, regular inspection, and documentation of tools and plant machinery, ensuring compliance with the Local Security Strategy (LSS) and National Security Framework (NSF). Will carry out Level A and Level B searches on prisoners at the end of each session.
- **Contractor Liaison:** Liaise with contractors for services such as skip collections, ensuring compliance with security protocols. Escort technical contractors when required, in accordance with local security guidelines.
- **Pest Control Measures:** Carry out pest control and insect prevention measures across the estate, ensuring compliance with safety protocols and maintaining clean work areas.
- **Health & Safety Compliance:** Ensure adherence to Health & Safety policies, procedures, and legislation to ensure statutory and mandatory compliance in all waste management operations.
- **Restorative Practices:** Support restorative practices within the workshop, encouraging prisoners to take responsibility for their work, resolve conflicts, and reflect on the impact of their actions on the environment and the prison community.
- **Emergency Response:** Undertake incidental, urgent, and emergency tasks in line with Service Delivery Agreement timescales and operate within command mode as required by local contingency plans.
- **Communications and Security:** Maintain regular communication via radio net as required by the Local Security Strategy (LSS), ensuring compliance with all security protocols.

PERSON SPECIFICATION		
Requirement	Essential	Desirable
Education and Training	✓	✓
Qualifications in waste management, environmental sustainability, or a related field are desirable.	✓	
WAMITAB qualification or willingness to undertake relevant training.		✓
Skills, knowledge and abilities		
Leadership and Team Management: Strong leadership skills, with the ability to manage, train, and motivate a team of prisoners in a structured and supportive work environment.	✓	
Health & Safety: Knowledge of health and safety legislation, including the ability to ensure compliance with safety protocols in a work environment.	✓	
Strong Organisational Skills: Excellent organisational skills, with the ability to manage stock, oversee maintenance, and coordinate service requests efficiently.	✓	
Communication and Security Awareness: Strong communication skills, with an understanding of security protocols within a prison environment.	✓	
Experience		
Waste Management Experience: Previous experience in waste management or recycling, with knowledge of best practices in sustainability and environmental compliance.	✓	

WAMITAB Training (Desirable): Experience in delivering WAMITAB training or equivalent vocational qualifications in waste management is desirable.		✓
Tool and Machinery Safety: Experience in managing and maintaining tools, plant machinery, and ensuring their safe operation in line with security protocols. Will carry out Level A and Level B searches on prisoners at the end of each session.	✓	
Restorative Practices: An understanding of restorative practices, with the ability to encourage accountability, promote positive behaviour, and foster personal development among prisoners.	✓	
Experience delivering vocational training or coaching, particularly in the waste management industry, is an advantage.	✓	
Previous experience working in a prison or similar environment is beneficial.		✓

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