

# **DEVELOPMENT WORKER - REDUCING REOFFENDING SERVICE**

## **RECRUITMENT PACK**

**“Our aim is to build a future where every person thrives, and no one just survives”**



[www.developmentplus.org.uk](http://www.developmentplus.org.uk)



Supportive | Inclusive | Approachable | Committed | Empathic  
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Developmentplus | A Company Limited by Guarantee  
Registered in England No. 03275199 | Registered Charity No. 1064566

## **ABOUT US**

developmentplus is a charity based in Lincoln with 30 years' experience of working alongside disadvantaged and vulnerable people within Lincolnshire. We work alongside people in their community, facilitating their involvement in decisions that affect their lives, supporting them to develop confidence, build social connections, and overcome barriers to personal progress. Our aim is to build a future where every person thrives, and no one just survives.

Our core delivery is based around two forms of activity:

- coaching and mentoring programmes and advocacy support working with beneficiaries from a broad background including individuals with poor mental health, ex-offenders, individuals furthest from the employment market and rough sleepers.
- Creative, peer led, group sessions that provide an additional space for support, friendship, and creativity.

Supporting over 500 beneficiaries a year, our four main projects include:

- Reducing Reoffending Service
- Personal Development Mentoring, including Better Together, a collaborative project with two other Lincoln charities offering mentoring and coaching, therapeutic garden-based activities, volunteering and support with volunteering and employment
- Rough Sleeper Support Hub, Project Compass

## **PURPOSE STATEMENT**

We support people experiencing disadvantage in Lincolnshire to:

- Build their trust and confidence – by providing a safe space where we listen/value what they have to say.
- Develop their capacity and skills – by building on their strengths/aspirations and providing training to improve their economic prospects.
- Improve their health and wellbeing – by providing a range of services to support mental health.
- Engage and benefit from additional support – by encouraging service participants to speak out, and advocating for them as they seek specialist support about issues affecting their lives.

# DEVELOPMENT WORKER – REDUCING REOFFENDING SERVICE

## JOB DESCRIPTION

**Reporting to:** Reducing Reoffending Service Manager

**Location:** The team member will be able to enjoy the flexibility of a combined WFH, office based, and countywide delivery. Due to this, travel will be required and access to your own vehicle is preferred.

**Salary:** £25,482 per annum/pro rata

**Hours:** 4 days a week on a 1-year contract

## FURTHER INFORMATION

**Pension:** Statutory pension scheme with NEST Pension – depending on hours and contract. Pension contributions matched up to 5%.

**Holiday:** Leave entitlement is 26 days per annum plus statutory bank holidays. In addition, all staff also receive a wellbeing day each year.

**Support:** All staff receive an induction and orientation programme and regular supervision meetings with their line manager.

**Training:** You will be offered continual professional development training appropriate to your role. This will include training on equality and diversity, safeguarding and data protection.

**Further Benefits:** Include flexible working, paid travel and expenses, health and wellbeing support, supportive workplace environment and team events and activities.

### Service Overview:

Our reducing reoffending service is an intensive mentoring programme working across Lincolnshire with people engaged in the justice system. Funded by the National Lottery Community Fund since August 2021 it has, worked with hundreds of people , supporting individuals to set personalised, achievable goals, empowering them to make positive lasting changes, which will impact themselves, their families and the community. Our work is based both in the community and within HMP Lincoln and HMP North Sea Camp in Boston, offering a “through the gate” service, working with people pre- and post-release, who are on community orders, or who have been involved in the justice system in the last 2 years. We work with offenders from all walks of life and who have committed a vast array of offences, including those of a sexual nature. We work with a range of partners across the county from statutory bodies to third sector agencies, taking referrals from numerous sources.

Our referral pathways include:

- Men released from HMP Lincoln into the City and the surrounding areas (35-mile radius of the City).
- Men and women released from other prisons into Lincoln.

- Men and women who have been involved in the criminal justice system within the last 2 years who are either working with an agency that is able to refer them on to the programme or through self-referral.

## **Key Tasks**

### **Mentoring of ex-offenders**

- In collaboration with partners including HMP Lincoln, Probation, Lincolnshire Police, MOSOVO, local housing providers, addiction agencies, social prescribers, NHS and other local charities, make contact and identify people who qualify and may benefit from the Project.
- Contribute to the multi-disciplinary assessment of client's needs, formulate and deliver an appropriate support plan.
- Support the rehabilitation of people, by offering practical support and guidance on a flexible basis matched to the person's needs.
- Adhere to policies and procedures to assess risk in connection with the work.
- Maintain contact with participants to ensure ongoing progression.
- Walk alongside participants in their journey, not just sign-posting but engaging them with activities and connections. Helping to create a wider support network in preparation for their exit strategy.
- Spending significant time in the prison setting and within strict confinements.
- Mentoring a variety of offenders from different backgrounds and all offences
- Adhering to GDPR and maintaining confidentiality and discretion with participants, building trusting relationships, whilst working within organisational and safeguarding guidelines.

### **Service Development**

- Develop, alongside the Service Manager and team Members, a strategic relationship with the Governor and Senior Management Team at HMP Lincoln in order to deliver the Service Level Agreement.
- In partnership with the Service Manager, develop and deliver group sessions

### **Community Liaison**

- Establish and maintain working relationships with Police, Probation Service, Social Services, Health and other statutory agencies in the Lincolnshire area.
- Develop and maintain working relationships with all relevant voluntary agencies providing employment, training, education, information services, drug and alcohol advice, group sessions and victim support.
- Work closely with StopSO to build a good working relationship benefitting both projects and help collate data for future exploration.
- Encourage communities to respond to needs of people at risk of offending.

### **Project Monitoring**

- Contribute to regular reports and assessment of the service, for the CEO, trustees and funders, working with the Manager and other team members.
- Attend monthly meetings either within HMP Lincoln or externally/
- Work towards project plans that contribute to overall organisation outcomes.
- Maintain participant records on the developmentplus Lamplight system, collating data and information required for funders and organisational reports.

**General and Personal responsibilities:**

- Work as part of the developmentplus team.
- Undertake monthly 1-2-1's with the Project Manager.
- Undertake regular external Clinical supervision and additional, more specialised Clinical Supervision, when required due to caseload.
- Undertake training as identified by the project, developmentplus and yourself.
- Undertake other duties as agreed for the effective delivery of service aims

**PERSON SPECIFICATION**

| <b>Experience</b>                                             | <b>Essential</b> | <b>Desirable</b> |
|---------------------------------------------------------------|------------------|------------------|
| ➤ 2 years' experience of community development work           |                  | X                |
| ➤ Experience of working with a similar client group           | X                |                  |
| ➤ Experience of working within a Prison setting               |                  | X                |
| ➤ Comprehensive experience of IT packages                     |                  | X                |
| ➤ Experience of working as part of a team                     | X                |                  |
| <b>Qualifications</b>                                         | <b>Essential</b> | <b>Desirable</b> |
| ➤ Literate & numerate                                         | X                |                  |
| ➤ A Mentoring Qualification/Experience Of                     | X                |                  |
| ➤ Understanding of safeguarding and risk assessments          |                  | X                |
| ➤ Driving license and access to a vehicle                     | X                |                  |
| <b>Skills &amp; Knowledge</b>                                 | <b>Essential</b> | <b>Desirable</b> |
| ➤ Ability to communicate well, both verbally and in writing   | X                |                  |
| ➤ Excellent interpersonal skills                              | X                |                  |
| ➤ Ability to use on own initiative, be responsive, pro-active | X                |                  |
| ➤ Ability to diversify delivery based on participant need     | X                |                  |
| ➤ Confident in creative and immediate problem solving         | X                |                  |
| ➤ Organisational skills                                       | X                |                  |
| ➤ Communication skills                                        | X                |                  |
| ➤ IT skills – word processing, internet / email/WordPress     | X                |                  |

**To Apply:**

Application forms are available on our website –

[www.developmentplus.org.uk/about-us/work-with-us](http://www.developmentplus.org.uk/about-us/work-with-us)

Please send completed application form to [enquiries@developmentplus.org.uk](mailto:enquiries@developmentplus.org.uk)

**CLOSING DATE:** Wednesday 19 August 2026 at 12 noon. (We may choose to close this process early should a sufficient number of quality applications be received).

**INTERVIEWS:** TBC