



# Community and Education Trust

<b>Organisation</b>	Preston North End Community and Education Trust Preston North End Football Club
<b>Position</b>	DIVERT: Custody Intervention Coach <b>Job Reference:</b> PNE1093
<b>Salary</b>	£22,361 - £25,566 depending on experience, plus expenses, pension, use of company pool car when required.
<b>Location</b>	Preston North End FC, Sir Tom Finney Way, Preston, PR1 6RU
<b>Closing Date</b>	Sunday 28 <sup>th</sup> February 2021, 5pm

Preston North End Community and Education Trust (PNECET) at Preston North End FC is seeking to appoint a full time, enthusiastic, skilled and dedicated Custody Intervention Coach (CIC) as part of Lancashire Police's new DIVERT programme.

PNECET is the official charity of Preston North End Football Club. Utilising the power of Preston North End and football, we situate ourselves at the heart of the Preston community, providing a high-quality service to improve lives. Our provision is centred around Community Engagement, Education and Health and Wellbeing. These services connect people from all walks of life, supporting people to achieve their goals and make positive changes, to create a safer, stronger and more resilient community.

PNECET is seeking to recruit a creative, self-motivated individual who is passionate about helping others to achieve their goals and aspirations. The successful candidate must be able to work independently but also as part of a team, acting with professionalism, integrity and empathy. The CIC will need to have a willingness to learn with a measured and consistent approach at all times.

The CIC will be required to undertake personal security background checks carried out by the Police in addition to the DBS check carried out by PNECET.

**How to apply:**

Please send your completed application form along with a letter of support. Please email to [jobs@pne.com](mailto:jobs@pne.com) with subject title PNE1093 or post to:  
F.A.O Tracy Atkinson, Preston North End FC, Deepdale, Preston, PR1 6RU.

**Interview dates:**

Interviews will take place on **Thursday 4<sup>th</sup> and Friday 5<sup>th</sup> March 2021**

<b>JOB DESCRIPTION</b>		
<b>1.</b>	<b>Job Title</b>	DIVERT - Custody Intervention Coach
	<b>Salary</b>	£22,361 - £25,566 depending on experience plus expenses, pension, use of company pool car when required
	<b>Hours of Work</b>	You will have a standard working week of a minimum of 37.5 hours.  You may be required to work outside of normal office hours, at evenings and weekends.
	<b>Location</b>	Preston North End FC, Deepdale, Sir Tom Finney Way, Preston, PR1 6RU  Preston Police Station, Lancaster Road, Preston, PR1 2SA
	<b>Responsible To</b>	Head of Community Engagement and DIVERT Manager
	<b>Responsible For</b>	n/a
	<b>Contractual Status</b>	Full Time – Fixed Term 31 <sup>st</sup> March 2022
<b>2.</b>	<b>Overall purpose of the Job</b>	<p>DIVERT is an intervention programme which aims to reduce reoffending. It is delivered within police custody suites and aims to divert young adults aged 18 – 25-years-old away from crime.</p> <p>Working as part of the new Violence Reduction Unit (VRU), specialist custody intervention coaches (CIC) from community clubs will engage young adults during their detention in police custody. The CIC creates and leads a development plan to assist the client in fulfilling their own goals, relating to personal development, education, training and employment.</p>
<b>3.</b>	<b>Duties and Responsibilities</b>	<p>This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken;</p> <ul style="list-style-type: none"> <li>• The CIC will be working on a daily basis engaging with detainees and various members of the police family. The CIC will remain totally independent from the police investigation whilst delivering this new and innovative intervention programme.</li> <li>• It is the CIC's responsibility to successfully engage detainees in order to assess their motivation to make positive change and to start an intervention plan to prevent them from reoffending. This process will begin whilst the detainee is in police custody.</li> <li>• The CIC will have a thorough working knowledge of the community provision and opportunities delivered by their own community club organisation (CCO). Particular emphasis will be placed on training and employment opportunities delivered by their own CCO.</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience of working in the criminal justice system is desirable but not essential. The CIC will be provided with full training to equip the CIC with the necessary knowledge and skills to fulfil the role.</li> <li>• In order to fulfil this role, the CIC will need to be an exceptional listener, who is capable of engaging and building a rapport with people. The CIC will often be seen as a friendly face and as the non-judgmental side of the criminal justice system. The CIC will be impartial and open minded in their decision-making processes.</li> <li>• The police custody suite is a challenging environment, the CIC will need to be assertive and at times deal with confrontational situations. The role has an element of exposure to managed risk; therefore the CIC will need to be risk aware and have the necessary skills to minimise risk.</li> <li>• The CIC will need to exercise patience and resilience, many detainees are actually more danger to themselves than to others. The CIC can easily become a detainee’s voice of reasoning, as every situation in police custody will present a different challenge.</li> <li>• The CIC will need to integrate quickly into the environment of the police custody suite working to a common goal with all members of the police family. It is essential the CIC remains totally independent in the role whilst respecting the different roles of other professionals involved in the police detention process.</li> <li>• The CIC may consider working with drug intervention and mental health specialists to provide a ‘joined up’ working approach to the intervention plan.</li> <li>• Possessing excellent interpersonal skills will be key to the CIC’s role. A clear communicator with the ability to connect with people from all backgrounds, walks of life and different cultures.</li> </ul>
<p><b>4. General</b></p>	<ul style="list-style-type: none"> <li>• To at all times represent PNECET and Preston North End Football Club in a professional manner regarding to appearance, presentation, personal hygiene, attitude, conduct and professionalism.</li> <li>• To be able to work flexible and unsociable hours where the role of the job requires.</li> <li>• To work towards agreed Key Performance Indicators (KPIs).</li> <li>• Comply with all company policies.</li> <li>• Help staff to develop confidence and competence by modelling good practice and acting as a mentor.</li> </ul>

	<ul style="list-style-type: none"> <li>• Work alongside other team members to support in other areas of PNECET as and when required to promote best practice.</li> <li>• A commitment to equality and diversity in the workplace and a willingness to undertake all relevant equality and diversity training.</li> </ul>
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PERSON SPECIFICATION	DESCRIPTION
<b>1. Qualifications</b>	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Mentoring, Youth Work or comparable qualification(s) at L3 or above.</li> <li>• In-date first aid certificate (or willingness to achieve);</li> <li>• Full UK Driving Licence, car owner and willingness to use for work.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Educated to a degree standard (or equivalent) in a sports or community related subject.</li> </ul>
<b>2. Experience</b>	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Proven ability to gather and interpret information.</li> <li>• Experience of working with vulnerable young people within a youth work, education or custodial environment.</li> <li>• An ability to motivate, inspire and mentor people towards achieving their goals.</li> <li>• An ability to build relationships and work collaboratively with a range of partners.</li> <li>• Experience of dealing with members of the public and working in partnership with other departments and agencies.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Knowledge of the Criminal Justice System.</li> <li>• Experience of mentoring individuals over long periods of time.</li> <li>• Probation, Youth Offending Service or similar working background.</li> <li>• Knowledge of Preston and its surrounding areas.</li> <li>• Experience of health and safety and/or welfare and safeguarding policies and procedures.</li> </ul>
<b>3. Skills and Abilities</b>	

	<ul style="list-style-type: none"> <li>• Knowledge and experience of safeguarding requirements when working with young people and vulnerable adults.</li> <li>• Manages own time and relevant resources efficiently and effectively.</li> <li>• Ensures time and resources are used in a way that best meets the client.</li> <li>• Communicates effectively and inclusively with clients, senior managers and team members.</li> <li>• Ensures clear two-way communication through listening and responding appropriately.</li> <li>• High level of confidentiality.</li> <li>• Ensures a high-quality service, balancing the needs of clients.</li> <li>• Ability to monitor, evaluate and assess project performance.</li> <li>• Ability to work independently and collaboratively as a member of a team.</li> <li>• Excellent IT skills including intermediate abilities in all MS Office programmes.</li> <li>• Time management skills to be able to plan and regulate workload including the ability to prioritise demands and thrive under pressure.</li> </ul>
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This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably required.

**Safeguarding Statement**

The EFL is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.

As part of this post the successful candidate will undergo personal security background check which will be carried out by Lancashire Police in addition to the DBS check carried out by Preston North End Community & Education Trust.

**General Information**

The employee must at all times carry out their duties with due regard to the Preston North End Community and Education Trust policies and procedures.

The employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relationships between all internal and external stakeholders.



You will be asked to provide details of referees for the previous five years working history.

Preston North End Community and Education Trust is an equal opportunities employer.