

JOB DESCRIPTION



TITLE: Accommodation for Ex-Offender (AFE0) Navigator

POST NO: PREF105351

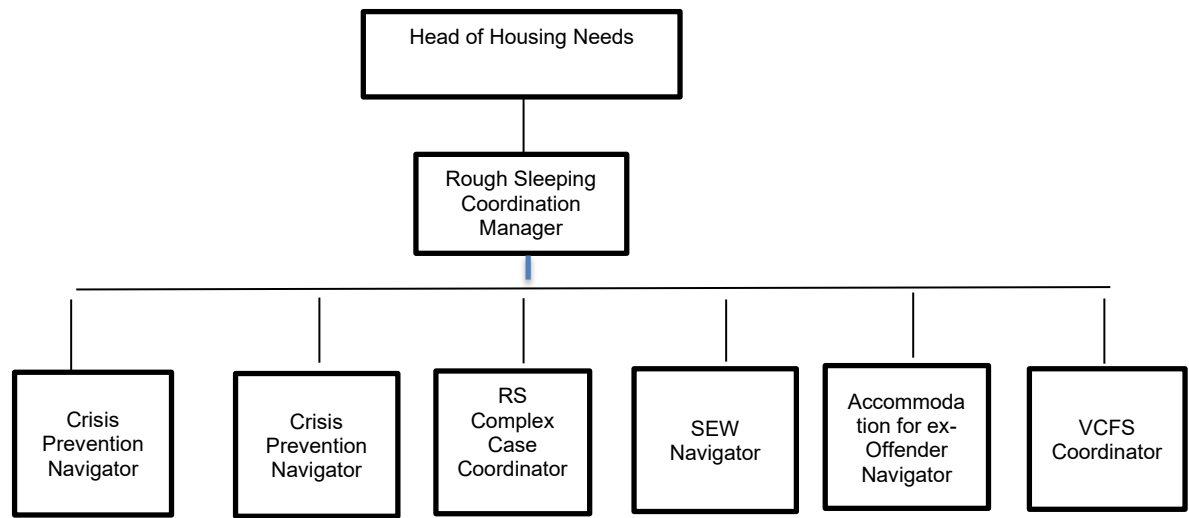
DEPARTMENT: Housing Needs

DIVISION: Population Wellbeing / Housing / Housing Needs

RESPONSIBLE TO: Housing Solutions Manager

GRADE: L7

ORGANISATION CHART:



PURPOSE OF THE POST:

Contribute to the delivery of an effective and highly efficient partnership response that will reduce the cycle of rough sleeping and homelessness. The post will support the council commitment to end rough sleeping and will hold specific responsibility to develop and embed a unique housing pathway for people leaving prison and those who have left prison within the preceding 3 months.

PRINCIPAL RESPONSIBILITIES:

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|----|---|-----|
| 1. | To develop and embed a new criminal justice partnership accommodation pathway through effective communication, implementation of new protocols and processes, influencing and pulling external and internal functions together into a seamless service that prevents people with offending histories rough sleeping, returning to rough sleeping or falling through the gaps into homelessness. | 30% |
| 2. | Track all prison releases to Luton via the Duty to Refer Dashboard on Locata and ensure that people are offered the right pathway for their needs. Map progress against pre-set targets. Be accountable for the effectiveness of the Accommodation for Ex-Offender Scheme. | 25% |
| 3. | Report to the Rough sleeping Manager, AFEO Steering Group and submit central government monthly returns. Manage and coordinate the collection and analysis of multi-agency data and produce comprehensive monthly and quarterly reporting. Understand success and challenges to the new pathway and develop innovative solutions to any barriers to achieving the targets. | 20% |
| 4. | Ensure process documents, information sharing protocols, risk management and safeguarding protocols are in place and reviewed as requested by Line Manager and external Criminal Justice partners. | 20% |
| 5. | To support the Housing Solutions and Rough Sleeping Managers on projects and initiatives as required due to changing circumstances and demands commensurate with the grade of the post. | 5% |

DIMENSIONS:

- Supervisory Management: No
- Financial Resources: £ none.
- Physical Resources: Computer, printers and office equipment
- Working Environment: Town Hall Extension, Prisons, Probation offices, Probation Community Accommodation Service, Home, and AFEO project accommodation

CONTEXT:

The National Rough Sleeping Strategy 2018 sets out the ambition to end rough sleeping by 2027. A number of local initiatives have received central government funding in order to support this ambition. These are managed by the Rough Sleeping Co-ordination Manager in Housing Needs.

This post is funded to 31st March 2027. The post will be based in Luton Borough Council Town Hall Extension offices, will work closely with the Rough Sleeping Team, Probation and external partners.

The post holder will manage all prison releases to Luton to provide support to prevent rough sleeping and homelessness and take every opportunity to support ex-offenders into accommodation.

The post holder will be responsible for developing and continuing good working relationships with a range of statutory and charitable providers, referral pathways and pre-release protocols and panels. The post holder will work closely with HM Prison & Probation Service, use their understanding of the Homelessness Reduction Act 2017 legislation and Duty to Refer process and multi-agency work with the partners within the Rough Sleeping Initiative and the Luton Homeless Partnership.

Targets have been set for the project and the post holder will be responsible for tracking all prison releases to Luton and exits from CAS2 & 3 accommodation, reporting to and providing regular updates to the multi-agency AFEO Steering Group and will also hold responsibility for the monthly central government data submissions.

This post holder will develop a quality support service and will need fluent English speaking and writing skills and a non-judgemental approach whilst being mindful of client risk. This is a highly visible post, working to agreed performance targets and service standards.

The post holder will need to organise their own workload on the needs of the service. A variety of deadlines will need to be met as and when required and flexible and responsive working will be required.

The post holder will need to use their own initiative and will require the skills and abilities to make their own decisions and take full responsibility for them.

The position is part funded by HM Prison & Probation Service and will be subject to full Probation Service vetting.

Physical Effort:

This post will require physical effort in visiting key criminal justice, statutory and charitable partners

Working Environment:

The post holder will be based in the Town Hall Extension and will be working alongside the Rough Sleeping Team and in the community

Person Specification Accommodation for Ex-Offender Navigator

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential **(E)**:- without which candidate would be rejected Desirable **(D)**:- useful for choosing between two good candidates. Critical **(C)**:- Marked **(C)** criteria to be addressed by employees applying under the redeployment policy

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	How Measured	Desirable	How Measured
Experience	Demonstrable experience of partnership working, liaison and negotiation with external agencies and partners to deliver outcomes	1,2	Project Management experience	
	Demonstrable experience of delivering positive outcomes in a busy and pressurised environment	1,2		
	Demonstrable experience from within a local authority housing, criminal justice or voluntary sector environment (or similar) of working with individuals with complex and multiple problems	1,2		
Skills/Abilities	Skilled in case work, care planning and problem solving for people with a range of unmet needs, including offending.	1,2	Ability to understand and quickly adapt to new IT systems	
	Good English language and writing skills with an objective non-judgmental approach.	1,2,3		
	Ability to set up develop and maintain partnership operational processes, to maximise service delivery.	1,2		
	Effective communication, negotiating, influencing skills, gaining commitment from a wide range of partners and clients in	1,2		

	the interest of the new AFEO service. Ability to prioritise and manage a complex workload, taking a flexible, solutions focussed approach. Monitor performance against targets and improve service delivery. Ability to set up and use existing information systems and maintain and develop processes and standards for recording information and measuring outcomes. Strong analytical and data manipulation skills, produce and present reports utilising various reporting tools whilst be able to adapt to the audience Proficient in Excel, Outlook, Word and PowerPoint. Effectively using Microsoft packages to prepare clear and concise reports for senior management.	1,2 1,2 1,2 1,2,3		
Equality Issues	Demonstrable knowledge and understanding of equality issues and legislation and, in particular, how they impact on service(s) provided and able to integrate equality policies into service delivery.	1,2	Knowledge of how equality and diversity affects this cohort's needs.	
Specialist Knowledge	Knowledge of the Homelessness Reduction Act and the Duty to Refer process. Knowledge of offending and repeat offending behaviour, homelessness and barriers to resettling ex-offenders into the community. Detailed understanding of the importance of maintaining confidentiality especially when multi-agency working.	1, 2 1,2 1.2	Knowledge of causes and consequences of rough sleeping and barriers to becoming independent Knowledge of Homelessness Reduction Act 2017 and Prison, Probation and Council duties under this legislation.	1.2 1,2

Education and Training	Training and experience working with adults facing chronic exclusion with multiple needs in a housing/homelessness/local authority customer care/safeguarding/social care background. Relevant specialist training such as one or more of the following: Trauma Informed Care Psychological informed environments (PIE) Motivational Interviewing Coaching Reflective listening	1,2 1,2	Knowledge of how these approaches, or lack of, affect service delivery and engagement with this client group.	2
Other Requirements	Ability to take a flexible approach, and work proactively. Ability to travel locally and nationally to partner agencies and prisons and other criminal justice settings.	1,2 1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equalities Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018)