



## **Prison Estate Training & Development Lead (London) in Sickle Cell Disorders**

The work of the Sickle Cell Society (SCS) seeks to reduce the marginalisation of people with regards to addressing health inequalities they face in living with Sickle Cell Disorders (SCD). We are looking to recruit an experienced Training & Development Lead to join the team and manage the delivery and development of our work in nine of London's prisons. This project aims to improve the health outcomes for sickle cell patients through improving timely access to high quality, expert care during their time in custody.

<b>Post:</b>	Prison Estate Training & Development Lead for the Sickle Cell Society
<b>Base:</b>	Flexible home working, with travel to sites across London, including at least one day every 2 weeks at SCS head office (Willesden Junction)
<b>Accountable to:</b>	tbc
<b>Manages:</b>	Responsible for oversight of volunteers to support project administration
<b>Hours:</b>	14 hours per week
<b>Salary:</b>	£28,560 (pro rata) plus NI & Pension
<b>Length of contract:</b>	Fixed term, three years (post will be continued subject to the outcome of the pilot and evaluation).

### **Job Purpose**

In line with the NHS England (NHSE) 2022/23 healthcare "New Models of Care" this project aims to reduce inequities and improve timely access to high quality expert care for sickle cell patients detained by His Majesty's Prison & Probation Services – HMPPS (London).

The key aims of the project are to:

- Identify the healthcare needs at the earliest possible opportunity on their prison journey for all sickle cell patients in custody;



- Ensure the patient voice is heard, understood and responded to by healthcare, prison staff and patient peers detained in prison, i.e. cell-mates, for timely response to patient care needs, including an understanding of issues which may exacerbate a SCD crisis and how to respond to potential crisis;
- Empower/support patients to better understand how to self-manage their healthcare needs/their condition during their prison detention;
- Increase the awareness and understanding of sickle cell conditions with health and care professionals and the wider prison estate workforce. To ensure they have the skills and knowledge to identify and/or prevent incidents or escalation of sickle cell crisis, and reduce stigma and adversity that patients may experience.

The post-holder will oversee the successful programme development and delivery to meet the aims and objectives of this pilot project.

This pivotal role will have firsthand knowledge of sickle cell and work closely with the project steering group, Clinical Specialists and the prison workforce and sickle cell patients in their care across the project's footprint to understand patient needs during their detention in custody.

The role will necessitate developing a flexible, bespoke training programme which meets the needs of key stakeholder groups whilst taking into consideration the restrictions imposed by the prison environment. This may include the offer of training virtually/online, and/or face-to-face at prison location/s.

The programme Lead will co-ordinate on collating and reviewing the current knowledge/understanding of all stakeholder groups regarding sickle cell. With this knowledge they will seek to improve sickle cell patients' experiences within HMPs, through the development and delivery of advocacy resources and a tailored education and training programme. The role will also liaise with a number of organisations commissioned by NHSE (London) to assist with patient engagement, to ensure the patients voice is listened to, including the following organisations Peer Power, User Voice and Pact.

The post holder will also be responsible for the project budget and evaluation, including working closely with an external agency for the monitoring and evaluation of the programme over its three years duration. We have received public sector funding to enable this innovative project to pilot. Subject to a successful evaluation and securing additional funding, this role may continue.

We are seeking an individual with strong programme management, communication, networking and advocacy skills to build relationships with key stakeholders. We would welcome applications/secondments from NHS England, Health and Justice staff.



## **Key responsibilities and duties**

- To work closely with the project steering group, including the project's Clinical Specialists and other healthcare workers, to identify and agree key outcomes and KPIs for the project and monitor/report against these to ensure successful delivery of the project within agreed timescales and budget;
- To liaise with and build relationships with key stakeholder groups to understand the barriers preventing equity of healthcare for sickle cell patients within the Prison Estate and work together to find ways to address these barriers;
- To develop a tailored programme of training, information and support relevant to each stakeholder group e.g. prison workforce, NHSE healthcare, and those in custody and either affected by sickle cell or those coming into contact with people affected by sickle cell;
- Plan training cycles and deliver training across London's prison estate;
- Attend regular Steering Group meetings as appropriate;
- To report back to the SCS CEO and the Head of Prison Health for NHSE on a regular basis on the project's progress;
- Work with an external agency to monitor the project, provide annual reviews on progress and develop an end of project evaluation report with recommendations.

## **Job description**

This job description is intended to assist the post holder to understand their duties/main responsibilities. It may be amended from time to time, as the post develops.

- Develop, co-ordinate and deliver all aspects of the Prison Estate Training & Development Project, working closely with the commissioner (NHSE) and SCS's CEO and prison estate's healthcare staff.
- Actively engage, listen to and consult with sickle cell patients and patient/service user groups to understand their needs and priorities whilst in custody and enable co-production of the project.
- Development of a bespoke and flexible education and training programme for the prison workforce and associated healthcare teams, relating to sickle cell with the aim of improving patient experiences.
- Organise and deliver a series of training sessions for different stakeholder groups to refresh or update knowledge and to provide new learning/insight in how to improve dialogue with and understanding of patient needs to ensure the timely escalation of patient issues.
- Gather/collate and analyse all monitoring information/data and use this analysis to provide timely reports to key stakeholders and to identify, discuss and agree any changes or improvements required for effective delivery of the project.
- Maintain accurate, up to date records and work in accordance with organisational guidelines and procedures.
- Be the responsible person for day to day monitoring and evaluation of the programme. This will include working with an external consultant on the



development of monitoring tools to meet KPIs outlined in the project framework and liaising with and providing the consultant with information and data to support development of the external evaluation report.

## **General**

- Attend SCS team meetings, collaborate with other SCS colleagues where appropriate to ensure the project is developed in accordance with SCS's wider programme/areas of work, e.g. policy, volunteering, fundraising and communications.
- Attend regular meetings with the Project Steering Group to meet project KPIs.
- Undertake continuing professional development including participating in supervision, performance appraisals and training as/when required.
- Ensure safe systems of work and a safe environment are maintained.
- Adhere to relevant policies including equal opportunities, data protection and safeguarding.
- Actively promote and support safety and wellbeing of volunteers and always comply with the Sickle Cell Society's safeguarding policies.
- Undertake any other reasonable duties as requested by your line manager.

This Job Description is not definitive and outlines key accountabilities – all colleagues are expected to be flexible regarding their accountabilities and will from time to time be asked to carry out other duties to ensure achievement of company goals.

## **Person specification**

**Introduction** You are advised to read the following notes carefully. You must demonstrate in your application form how you meet the criteria listed below.

### **Skills and experience**

- Minimum 2 years' work experience in a similar role or health environment - E
- Work experience of Project Management – D
- Experience / knowledge of the justice system - D
- Experience of working on own initiative and with others - E
- Experience of supervising / supporting volunteers - D
- Experience of service improvement including service user involvement - D
- Knowledge and experience of working with and engaging multiple stakeholders – E
- Experience of working in a role delivering advocacy, training, or education - D
- Knowledge and experience of NHS services - D
- Experience of budget management – E
- Knowledge and understanding of Sickle Cell care needs - E
- Lived experience of sickle cell, either directly or through a family member - D



## Competencies

- Shows empathy to people experiencing difficulty – E
- Good listening skills – E
- Non-judgemental about a person's circumstance or situation - E
- Good networker, adept at quickly building stakeholder relationships - E
- Understanding and application of confidentiality - E
- Excellent IT skills and competency in MS Office applications - E
- Excellent oral communication and writing skills with thoroughness, accuracy, and attention to detail – E
- Excellent time management skills and experience of prioritising effectively -E
- Ability to collect and analyse data – E

## Attributes

- Shows confidence in dealing with people and situations – E
- Excellent interpersonal skills – E
- Demonstrates a willingness to learn- E
- Is enthusiastic about the sickle cell cause – E
- Willing to work at weekends or evenings if necessary - E

Please note this role is required to have an enhanced Disclosure and Barring Service (DBS) check. And agree to separate vetting procedures as required by HMP Prison Estate. The successful candidate will also be required to comply with the Sickle Cell Society's safeguarding policies and any appointment will be subject to satisfactory references as well as DBS.

## To Apply

Please complete the **Application Form** and send it to [application@sicklecellsociety.org](mailto:application@sicklecellsociety.org) before the closing date.

Please note all applicants must reside and have the right to work in the UK.

Closing date for applications: 4 April

Interview date via Zoom or Microsoft Teams: 17 April