

Life Coach and Workshop Facilitator

DATE:

January 2019



About

Spark Inside is a young, vibrant organisation that runs coaching programmes in prisons across London and the South East, to encourage rehabilitation and reduce reoffending. We are proud that our work makes a meaningful difference to the lives of people living and working in prison, and our team of expert coaches and talented staff makes us a dynamic place to work.

Established in 2012, we have worked with over 1,000 prisoners and prison staff, in 11 prisons, young offender institutions and secure training centres. We have won various awards, including a Commendation for the Robin Corbett Award for Prisoner Re-integration 2018, and were shortlisted for the Charity Times Award Best New Charity 2016.

A pioneering and innovative charity, we are one of the first organisations to take life coaching to 15- to 25-year-old boys and men, and to use systems coaching to bring together prison officers and prisoners in UK prisons.

The Conversation is our systems coaching programme that brings together large groups of prison staff and prisoners in a facilitated group coaching process to enhance their relationships, improve empathy, and support sustained, positive cultural change on prison wings. Evaluations of our systems coaching programme show an 81% increase in positive prisoner behaviour.

Hero's Journey is our structured life coaching programme for young people aged 15-25, in prison and through-the-gates, building their motivation to change, decreasing in-prison violence and creating a pro-social identity away from crime. Evaluation of our life coaching programme has shown it reduces reoffending by one third.

It's an exciting time to join Spark Inside, as we increase our reach and impact, scale-up to deliver across the country, and are set to elevate our profile through our media and policy work. You can find out more about the impact of our coaching programmes on our [website](#) and [@Spark_Inside](#).

SPARK INSIDE COACHING IN PRISONS

"I see a different approach in how they are dealing with day-to-day issues. When you hear the officers' sides and see what they're going through, it's a struggle, and you begin to think 'you know what? It's not their fault.'"

Prisoner, The Conversation participant



"The life coaches saw the spark in me that I hadn't seen in myself for a long time, and it gave me hope that it wasn't too late to change. Now I've left prison for the last time and I'm not going back. I know I can make it."

Hero's Journey participant

About the position

Thank you for your interest in LIFE COACH AND WORKSHOP FACILITATOR

Rate of pay: Up to £75 per hour

Location: London and the South East

Role description

The Life Coach and Workshop Facilitator is responsible for delivering Hero's Journey workshops and holding one to one coaching sessions with young people, aged 15-25 in prison and in the community.

The Life Coach and Workshop Facilitator is contracted by Spark Inside on a freelance basis. They will work closely with Service Delivery Managers (SDMs) to provide an excellent coaching service to young people in prison by;

- acting as an ambassador for Spark Inside;
- raising any concerns in a timely manner;
- supporting evaluation and reporting activity; and,
- communicating honestly with colleagues.

Spark inside provides 5 days training, following the selection process, to prepare coaches for delivering the Hero's Journey programme.

This training is mandatory. Applicants will not be accepted as a Hero's Journey Coach unless they have successfully completed the training.



Responsibilities

1. GENERAL RESPONSIBILITIES:

- Supporting the scheduling of sessions in prison by providing SDMs with your availability at least 3 months ahead, and immediately informing them of changes to your availability
- Providing regular progress reports on your activities as a Hero's Journey Coach, based on themes identified by SDMs, e.g. young people's engagement in workshops and 1:1 coaching sessions, barriers to delivery, personal issues and challenges etc.
- Communicating and seeking guidance over any uncertainties you have regarding your delivery to an SDM as soon as possible
- Provide details for invoices and expense claims in line with Spark Inside's finance and accounting system and timeline
- Being responsible for the coaching kit provided to you by Spark Inside, asking SDMs to replenish any items as required
- Adhering to Spark Inside's policies and procedures as advised by SDMs

2. QUALITIES OF A HERO'S JOURNEY COACH:

- Maintaining flexibility while co-facilitating the Hero's Journey workshop while staying within the structure/framework of the workshop
- Staying agile within the facilitation and responding to the needs of the group
- Being proactive, resourceful and attentive to your client's needs particularly in the community
- Demonstrating a passion for Spark Inside's vision and an understanding of the social factors leading to imprisonment
- Building rapport by developing an understanding of the variety of backgrounds and perspectives of the individuals you are working with
- Exhibiting flexibility, tolerance/open-mindedness, open-heartedness, resourcefulness/quick-thinking, optimism, tenacity and resilience

3. CONTINUED PROFESSIONAL DEVELOPMENT:

- Attending regular Spark Inside supervision meeting, training sessions and events, reflecting the Spark Inside values in your delivery, and employing a continuous improvement approach to your delivery
- Identifying development that could enhance or improve your delivery of the Hero's Journey programme, and discussing this with SDMs
- Striving to support the learning and development of colleagues by sharing insights, resources and good practice

4. DELIVERABLES:

- Alongside other Spark Inside Coaches, co-facilitate the Hero's Journey workshops to the best of your availability for young people in prison
- Providing professional coaching for up to 4 young people in each prison, demonstrating the highest standards of excellence in your coaching techniques
- Engaging young people during the workshops to increase the number who chose to enrol for the 1:1 coaching sessions
- Scheduling 1:1 coaching with young people within 4 weeks of the end of the workshop to take advantage of the interest and momentum built up by the facilitated workshops

5. MONITORING AND EVALUATION:

- Participating in evaluation activities related to Spark Inside programmes and activities
- Ensuring that all information relating to the Hero's Journey workshops and 1:1 coaching sessions are up-dated, using Spark Inside's CRM system, within 48 hours of service delivery
- Ensuring that 1:1s are limited to eight sessions per client and that the client's needs, as identified at the start of the sessions, are met within this time frame

6. WORKING IN PRISONS:

- Respecting and abiding by the prison rules at all times, Adhering to health and safety regulations and risk management protocols within the prison environment.
- Establishing and maintaining effective working relationships with prison staff and governors
- Promote the aims and principles of the Hero's Journey coaching programme in your interactions with prison staff to foster a joint approach to working with young people in prison

7. SECURITY AND SAFEGUARDING:

- Hero's Journey Coaches should have an enhanced DBS certificate which is under a year old. Spark Inside will conduct an enhanced DBS check ahead of the induction and training programme
- Take responsibility for maintaining your knowledge and understanding of security and safeguarding practice and procedures: reading guidance; following procedures; and, taking part in training if requested
- Being prison-vetted and key trained at relevant prisons at which you work
- Follow all safeguarding and security procedures as defined by Spark Inside and prison staff
- Keeping Spark Inside informed of your whereabouts when you are working for us.
- Able to discuss the aims and requirements of relevant safeguarding legislation:
 - The Children Act 1989 (as amended).
 - The Children and Social Work Act 2017.
 - The Safeguarding Vulnerable Groups Act 2006.
- Be fully aware of the Spark Inside process for reporting safeguarding or security concerns

Person specification

ESSENTIAL REQUIREMENTS:

- Accredited coaching qualification from ICF, AC or EMCC
- Have logged a minimum of 100 hours coaching
- Available in the week commencing 25 March 2019 to attend the HJ Coach training programme. The induction day will be held on a weekend in the middle of March. The dates will be confirmed during the selection process
- Flexible and resilient

DESIRABLE:

- Experience of facilitation or group work
- An enhanced DBS certificate that is less than 12 months old, however Spark Inside will DBS check all successful applicants
- A clean driving license and access to a vehicle for work

How to apply

To apply for the role, please fill in the [online application form](#).

Your application should be returned to us **no later than 12pm on Friday 15th February**. Applications received after the closing date will not be considered.

There are three stages to the selection process:

- Short-listing – selection will be based on the application form
- Interview – conducted via video conferencing by an experienced Hero's Journey coach and a member of the delivery team. The interviews will take place during the week commencing 25th February
- Assessment centre – group activities that are observed by two qualified, experienced coaches

Should you be successful in your application, you will be given an enhanced DBS check and asked to attend five days of induction training in preparation for delivering the Hero's Journey in prisons.

You will only be accepted as an Hero's Journey Coach once you have completed the induction and training programme, and successfully passed the prison vetting process. The training is currently scheduled for the middle of March. A full schedule will be provided to you if you are successfully shortlisted.

APPLICANTS WITH A CRIMINAL RECORD:

Spark Inside actively seeks to recruit people from a range of diverse backgrounds, including people with criminal records. We do not exclude any applicants from being considered for roles at Spark Inside because of a criminal record at any point during the recruitment process.

However, it is at a prison's discretion whether they will allow individuals with a conviction through their security and vetting processes. If a prison does not give clearance, you will be unable to enter a prison and therefore will not be accepted as a Hero's Journey coach.

For this reason, Section 7 of the application form will ask applicants to declare any criminal convictions. Spark Inside will support applicants with criminal convictions through the prison vetting process as best as we can.

Our values

SPARK

We want to feel a strong sense of passion and 'spark' for everything we do. We commit to people, projects and partnerships that align with our values.

HEART

We maintain an open mind and an open heart, and we always act with kindness and consideration.

STICKABILITY

When the going gets tough, we stick with our participants, our projects and our commitments. We channel our grit and resilience to make it through challenges and we don't give up easily.

IMPACT

Our impact on our participants is at the heart of every decision we make and it is how we judge our success, so we take evaluation seriously.

LEARNING

We are humble, curious and constantly developing. We apply and share our learning to amplify our impact.

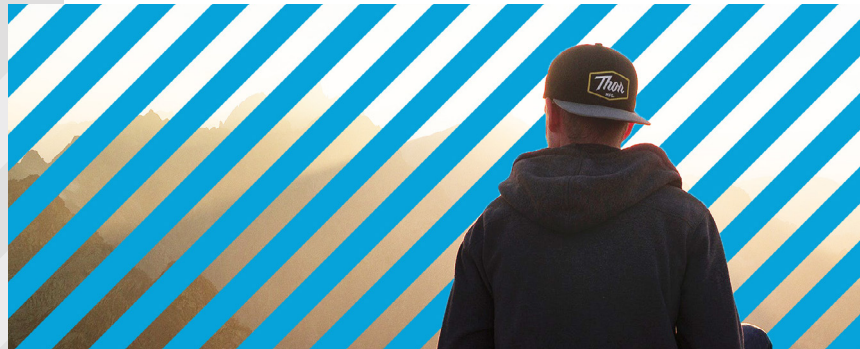
INNOVATION

We celebrate creativity and design new ways of doing things, based on evaluation data and stakeholder feedback. We innovate to remain relevant to our participants' needs.

EQUAL OPPORTUNITIES

Spark Inside is committed to promoting equal opportunities in employment. Job applicants will receive equal treatment regardless of age, disability, gender, gender reassignment, marital or civil partner status, pregnancy or maternity, race, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

We welcome applications from those who hold a criminal record.





Thank you

THANK YOU FOR YOUR INTEREST IN WORKING WITH US

To find out more about Spark Inside and the work we do, please visit our website or contact us below.

www.sparkinside.org | team@sparkinside.org | 020 3468 0706
27 Tavistock Square, London WC1H 9HH | Registered charity no. 1148420