

# Participation and Engagement Manager

DATE:  
April 2021



# About

Spark Inside runs coaching programmes in prisons across London and the South East, to encourage rehabilitation and reduce reoffending. Reducing reoffending benefits all of us. It means there is less crime, fewer victims, safer communities.

## OUR VISION

The futures of people affected by the criminal justice system are determined by their potential, not their past.

## OUR MISSION

We use coaching to unlock the potential of individuals and drive culture change in the criminal justice system so that rehabilitation is possible.

We are one of the first organisations to take life coaching to people living and working in prison and to use systems coaching to bring together staff and prisoners in UK prisons. Our expert coaches are qualified and trained professionals. In addition to developing and delivering innovative coaching programmes, we are also committed to working with parliamentarians and government officials to influence criminal justice policy, and shift the perception of people in prison, platforming their voices and highlighting their unlocked potential.

The Conversation is our award-winning 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.

Hero's Journey™ is our award-winning structured life coaching programme for young men in prison and 'through-the-gates' into the community, that encourages them to change their lives and create a crime-free future.

You can find out more about the impact of our coaching programmes at [www.sparkinside.org](http://www.sparkinside.org) and [Twitter](https://twitter.com/sparkinside).

**SPARK**  
**INSIDE**  
**COACHING IN PRISONS®**

*"I see a different approach in how they 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.'"*

*Ollie, 24\*, 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."*

*Michael, 20\*, Hero's Journey™ participant*

# About the position

**Thank you for your interest in the role of Participation and Engagement Manager at Spark Inside**

**Responsible to:** Head of Communications

**Length of contract:** Permanent

**Hours:** Part-time, 3 days a week but open to flexible hours and days

**Location:** Work from home during lockdown, with a view to work from a London office for some of the week, as well as travel to where the young people are (including prisons/YOIs in London and the South-East)

**Salary:** £35,000 (full time equivalent)

**Holiday entitlement:** 28 days plus Bank Holidays

# The role

This is a new role for Spark Inside and is essential to deliver our new strategy and future goals.

The Participation and Engagement Manager role is designed to build trust and strengthen the relationships with the young people in and out of prison, supporting them to engage with our work and express their views safely, in order to embed a culture of listening. The purpose of the role is to ensure we deliver work that is truly co-produced with young people with lived experience of the criminal justice system and helps to create real change.

You will work directly with the young people and will coordinate and embed our In-Prison Advisory Boards, as well as build a group/board of young service users in the community. You will plan and deliver the most effective ways to engage young people so that their views and experiences shape our influencing activity and our organisational development and strategies.



# Main responsibilities

## ENGAGING YOUNG PEOPLE TO INFORM OUR ADVOCACY AND INFLUENCING ACTIVITY

- Lead our In-Prison Advisory Boards (IPABs), working in prisons and youth offending institutes and use the learning from the IPAB pilot and future evaluations to engage young people in prisons/ YOIs.
- Set up and coordinate a group of young people in the community that have participated in our coaching programmes and/or have had contact with the criminal justice system (CJS), to be our 'Champions'. Including developing an effective structure that will feed the views of the young people directly into our influencing priorities, so that our policy, advocacy and communications campaigns are initiated and/or co-designed by young people.
- Engage the young people in opportunities to publicly address, champion and advocate for: rehabilitation; culture change in prisons; the transformational power of coaching in prisons; challenging systemic racism, and other related areas.
- Collate the findings from the young people sensitively and thoroughly; analyse and present the results in an accessible format to funders, the team and Trustees and other stakeholders.
- In addition to influencing priorities, develop a framework that ensures the wider Spark Inside team can engage the young people in the development of our strategy, programmes and other charity objectives. This includes the CEO, Board of Trustees, and the Programmes Team.

## ENSURING YOUNG PEOPLE ARE EQUIPPED AND EMPOWERED PARTICIPANTS

- Nurture and develop these young people including training and skill development.
- Work with the Communications Team to ensure young people's ideas and experiences are reflected in the wider comms work, including our website, social media, events, policy positions and recommendations, imagery, video and marketing materials, designing and delivering all public-facing campaigns.
- Proactively gather views and ideas from young Black men, with a view to shining a light on their specific experiences of the CJS.
- Support and empower the IPAB members and 'Champions' to identify campaigning and media opportunities they would like to participate in; and support their involvement appropriately, ensuring that the young people are willing and happy participants at every stage.
- Build a mechanism to close the feedback loop with the young people, reporting back on campaign coverage and impact.

# Skills and qualities

## KNOWLEDGE:

- Commitment to the vision and work of Spark Inside;
- Understanding of the principles and practices of youth participation and safeguarding for children and vulnerable adults;
- Awareness of approaches to youth-led advocacy and campaigning.

## SKILLS:

- Able to build rapport quickly and to earn respect and trust with young people;
- Excellent written and verbal communication skills;
- Proven ability to analyse and interpret feedback/data to create findings;
- Strong time management and record-keeping skills.

## EXPERIENCE:

- At least five years' experience working with young people (particularly those in vulnerable circumstances);
- At least two years' experience working with young people in a participation and engagement role;
- Experience of planning and delivering workshops (including online) and other participation activities to engage groups of young people in delivering creative outputs.

## APPROACH

- Comfortable in a small team environment;
- Collaborative working style and open to direction;
- High comfort level working in a diverse environment;
- Willing to work flexibly and develop the role to best meet the needs of a growing organisation.





# How to apply

To apply for the role, we require a CV that demonstrates your relevant knowledge, skills and experience (max 2 pages), along with a written answer to the following questions (max 2 pages):

- Identify 3 key themes/topics relevant to the criminal justice system that you would like to approach our In-Prison Advisory Boards (IPABs) with.
- Outline what steps you would take to ensure that the young people on the IPABs are engaged in the topics and are able to participate in way that ensures their voices are heard.
- Explain how you would analyse, report and subsequently feed their views into recommendations for Spark Inside's programmes or advocacy work.

Your application should be returned by email to Indy Cross at [team@sparkinside.org](mailto:team@sparkinside.org) no later than **9am Monday 31st May 2021**. Applications received after the closing date will not be considered.

Shortlisted applicants will be notified by email by Friday 4th June. Due to our limited resources, we are unable to provide feedback on unsuccessful applications.

Interviews will be held w/c 14th June and there may be a second round of interview after that. Shortlisted applicants will be contacted by email to arrange interview times. Details of the interview will be confirmed by email. If another stage is required, we will hold the second stage interviews the week after.



# 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 strongly encourage applications from people with lived experience and especially welcome applications from people from Black and minoritised communities.*





Who am I...

Funny  
Looks neat  
Fresh trainers  
A good man  
Loyal  
Smart  
Good example

Future

Family man  
Kids  
Mentoring  
Businesses

# 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.

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