

Life Coach and Workshop Facilitator

DATE:

February 2024



About

Spark Inside is an award-winning charity that has transformed the lives of over 1,000 people living and working in our prisons. We have pioneered coaching in prisons, showing the value of coaching to change lives and systems. In the next decade, we set out to make coaching available to anyone who wants it in the justice system and aim to reach 10,000 young people with our coaching programmes.

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.

In addition to our coaching programmes for people in prison, we have also begun coaching prison staff and young people in the community.

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

SPARK
INSIDE
COACHING IN PRISONS®

"I've always told myself I can't – but what if I can do that? It's really made me think I could do something different."

Josh, 18, Hero's Journey 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 Life Coach and Workshop Facilitator at Spark Inside.

Rates of pay: £75 - 100 per hour, based on activity

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 prisons 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 five 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

QUALITIES OF A HERO'S JOURNEY COACH

- Maintaining flexibility while co-facilitating the Hero's Journey workshop, remaining within the 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

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 four 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 enroll for the one-to-one coaching sessions
- Scheduling one-to-one coaching with young people within four weeks of the end of the workshop to take advantage of the interest and momentum built up by the facilitated workshops

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

Responsibilities

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 one-to-one coaching sessions are updated, using Spark Inside's CRM system, within 48 hours of service delivery
- Ensuring that one-to-ones 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

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
- Promoting 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

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
- Taking 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
- Following 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.
- Having a good working understanding of child and adult safeguarding
- Being fully aware of the Spark Inside process for reporting safeguarding or security concerns
Spark Inside

GENERAL RESPONSIBILITIES

- Supporting the scheduling of sessions in prison by providing SDMs with your availability at least three 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 one-to-one 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
- Providing details for invoices and expense claims in line with Spark Inside's finance policy
- Being responsible for the coaching kit provided to you by Spark Inside, requesting SDMs replenish as needed
- Adhering to Spark Inside's policies and procedures as advised by SDMs
- Logging data on client sessions and assessments on databases promptly and to a high standard

Person specification

ESSENTIAL REQUIREMENTS

- Coaching qualification with a provider accredited by ICF, AC or EMCC
- Have logged a minimum of 100 hours coaching
- Available in the week commencing 18 March to attend an online interview and available in the week commencing 1 April to attend an in-person assessment day in London
- 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 full driving licence and access to a vehicle for work



How to apply

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

Your application should be returned to us no later than 9am on Monday 4 March. Applications received after the closing date will not be considered.

There are three stages to the selection process:

- Shortlisting – selection will be based on the application form
- Interview – conducted via video conferencing. The interviews will take place during the week commencing 18 March
- Assessment centre – this will take place in the week commencing 1 April

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. A full schedule will be provided to you if you are shortlisted for the role.

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 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 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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