



JOB DESCRIPTION

Post: Network Officer
Salary: £31,000 approx
Hours: Full time (35 hours) or 28 hours (salary pro rata) per week.
We are flexible about how these hours are worked (8am -7pm Monday to Friday).
Some evening work may be required for events or meetings.
Location: Based in our London office a minimum of one day a week, with office or home working on other days as preferred (**office** - the Foundry, 17 Oval Way, London SE11 5RR). We are currently piloting this hybrid working approach, which may therefore be subject to change in the future. Please note that full time homeworking would be implemented if pandemic restrictions required this.
Reporting to: Head of Policy

Introduction to Prisoners' Education Trust (PET)

PET is a highly regarded and long-established national charity combining service delivery and advocacy with an annual turnover of around £1.7m. We support prisoners to engage in rehabilitation through learning. We do this by providing access to a broad range of distance learning opportunities and related services, to enable prisoners to lead more fulfilling lives and to contribute positively to society. Our main programme provides grants, advice and educational support for distance learning opportunities to around 1,500 prisoners a year. We also work to influence policy and practice so that education provision for prisoners becomes more effective; and we enable prisoner learner voice to be heard. For further information about PET's work, go to our website: www.prisonerseducation.org.uk

Introduction to the Prisoner Learning Alliance

PET coordinates and provides the Secretariat for the Prisoner Learning Alliance (PLA). The Prisoner Learning Alliance is a network that brings together organisations and individuals with expertise in prison education to improve policy and practice. We use our collective voice to advocate for improvements in prison education and we hold the government to account by monitoring prison education. We have over 200 members across the sector, including education providers, professional bodies and voluntary sector organisations. We co-ordinate working groups on specific topics and offer a regular programme of events. For further information about the PLA, go to our website, www.prisonerlearningalliance.org.uk

Purpose of the post

The key aim of our work is to help transform prisoners' lives by improving the quality of education offered - and we influence this through promoting evidence-based policy and practice. You will have a key role, as part of the Policy team, in providing Secretariat, membership, project management, communications and event management support to the Prisoner Learning Alliance (PLA), and supporting PET's wider policy work as required. The core of the role is to provide support for the PLA and its membership.

Duties and Tasks

- Contributing to the development of an annual workplan for the PLA, working with the Head of Policy and the PLA's Chair and members
- Building the network and strengthening engagement from new and existing members
- Maintaining a membership database and mailing lists, promoting membership and handling member enquiries
- Planning, organising and supporting meetings and events including webinars
- Preparing communications (e.g. mail outs or other updates), updating website pages and maintaining a social media presence
- Working with the Head of Policy and Chair of the PLA to plan, organise and support meetings of the PLA steering group and working groups, including drafting papers and reports
- Working with the Head of Policy to organise an annual PLA conference and awards ceremony, and other events including the PLA's webinar series
- Project managing to develop and progress specific work areas
- Drafting blogs and briefings as required
- Supporting PET's broader policy work including events for other networks

Other

- Presenting at relevant events
- Recruiting and managing volunteers as necessary
- Any other tasks as appropriate to support PET

Person specification

Abilities and Experience

- Experience of developing and/or managing networks
- Experience of organising and delivering events
- Excellent written and verbal presentation skills and the ability to communicate effectively with different audiences
- Experience of providing Secretariat support including producing and distributing papers, taking, writing up and disseminating minutes, updating work plans and following up on action points
- Ability to plan, prioritise and organise work to effectively manage multiple projects
- Strong IT skills, including competence in using MS Word, Excel and Outlook and ability to update a website
- Ability to write web and social media content and other communications

Desirable

- Understanding of and familiarity with the prison system
- Understanding of education in a prison context

Qualities:

- Excellent attention to detail
- Proactive, enthusiastic and motivated
- The ability to build relationships and support networks
- Ability to work co-operatively as part of a small team
- Proactive in identifying opportunities for work development
- An interest in working with prisoners and enabling their voices to be heard

PET understands and our experience has shown us that in our society some groups of people may experience additional disadvantage and discrimination. This includes (but is not limited to):

Black, Asian and minority ethnic communities including Gypsies, Romanies and Travellers, people with disabilities including people with neurodiversity, people with criminal convictions, LGBTQI+ people, migrants, older people, religious minorities, women, working class people and young people.

We want to create a culture at PET in which people respect and value each other's differences; that promotes dignity, equality and diversity; and that encourages individuals to develop and maximise their true potential. We welcome applications from people of all backgrounds.

We particularly welcome applications from candidates with lived experience of the prison system.

Practicalities

1. This **permanent** role can be full time or part time (35 or 28 hours a week). PET is committed to enabling flexible working and is flexible in how you approach these hours. We would expect the hours to be worked between 8am - 7pm, Monday to Friday. This role will require occasional travel with occasional early starts and late finishes for which time off in lieu can be claimed.
2. You will have **25 days of annual leave (pro rata)** each year, in addition to bank holidays.
3. You can claim **time off in lieu** for any evening or weekend events you have to attend as part of your role.
4. We provide a **good induction and ongoing support**, especially during your probation period (six months).
5. We encourage **learning and development opportunities** with monthly one to one meetings with your line manager and an annual appraisal.
6. PET undertakes a **pay review** using an external benchmarking company every other year (next due Autumn 2023). In between these reviews, the Board consider a cost of living increase every other September.
7. As your role will require use of a computer screen, PET will pay for any **eye tests** which are required.
8. A 5% contribution towards a Group Personal Pension Scheme is offered after three months of employment (which is then backdated). In order to qualify for this an employee must be an active member of the pension scheme making a minimum 2% employee pension contribution.
9. You have access to **3 paid volunteering days (pro rata)** each year
10. PET has an Equality Diversity and Inclusion policy which all staff are expected to follow.

To make an application please follow this SurveyMonkey link:

<https://www.surveymonkey.co.uk/r/3BTZXZS>

To apply, please upload your CV on the survey monkey and answer the following four questions in the boxes provided:

1. **Why are you interested in this role at Prisoners' Education Trust? Max 250 words.**
2. **What do you think is important to consider when supporting and coordinating a network of different organisations and individuals? Max 200 words.**

3. How would you ensure that member events and communications were engaging and relevant? Max 200 words
4. Can you tell us about a project you have worked on that you are proud of. Max 250 words.

Please cover your interest in this post and how you meet the points in the person specification above.

If you have queries about the role, please email francesca@prisonerseducation.org.uk

Applications by SurveyMonkey <https://www.surveymonkey.co.uk/r/3BTZXZS> are preferred, but hard copy will also be accepted. Applications should be sent by post to Francesca Cooney at Prisoners' Education Trust, The Foundry, Oval Way, SE11 5RR.

Closing date: 5pm on 6th December

Interviews: w/b 13th December, probably 15th December