

Regional Manager  
South & South Wales

Application Pack

January 2018

Shannon Trust: Registered Office: The Foundry, 17 Oval Way, London, SE11 5RR

[www.shannontrust.org.uk](http://www.shannontrust.org.uk). Company Registration No. 5906258. Register Charity: 1117249

Regional Manager, South & South Wales

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Dear Candidate

Shannon Trust is an award winning national charity that runs the Shannon Trust Reading Plan supporting prisoners who can read to teach prisoners who can’t.

The charity was formed in 1997, with the first Reading Plan established in HMP Wandsworth in 2001. Currently the charity works in nearly all prisons in England, Wales and Northern Ireland. Each year, over 4,000 prisoners start to learn to read with Shannon Trust, supported by circa 2,000 of their peers.

An opportunity has arisen to join our successful team as Regional Manager for the South and South Wales. The geographical area includes London, the South East, South West and South Wales. Shannon Trust is held in high regard within the Criminal Justice Sector and has a unique strategic partnership with Her Majesty’s Prisons and Probation Service. Our Regional Managers support a team of committed volunteers to develop and sustain the Reading Plan in prisons across their region. We wish to appoint a dynamic and experienced Regional Manager who is able to:

* To contribute to achieving Shannon Trust’s vision of Every prisoner a reader by embedding the Reading Plan within the secure estate in the South and Wales;
* To recruit and provide ongoing support for volunteers in the South and Wales;
* Develop, build upon and maintain good relationships with key stakeholders such as Her Majesty’s Prison and Probation Service and other agencies working in prisons including education providers, statutory and voluntary organisations.

The successful candidate must share our passion for supporting prisoners struggling to read to learn with the help of their peers and be committed to our ethos that prisoners should be supported and empowered to change their own lives.

Angela Cairns

CEO

About Shannon Trust

**Every prisoner a reader**

Our vision is to engage with every non-reading prisoner early in their sentence, to open up new avenues of opportunity, and give them hope for a new and different life. Shannon Trust supports and inspires people in prison to unlock the power of reading, changing their lives and those their peers.

Learning to read isn’t just a brilliant thing – it changes lives, builds confidence, makes the world an easier place to live in and the impossible possible. Unlocking the power of reading as an adult has a ripple effect – it’s the beginning of a learning journey which when shared with future generations; children, grandchildren, family and friends, stops the cycle of illiteracy in its tracks.

**Strategic focus**

Our key focus areas between 2016 and 2018 are:

* Increasing number and spread of new Learners across the prison estate via the National Reading Network
* Establishing Turning Pages as recognised resource for teaching adults to read
* Exploring and developing opportunities to diversify income generation to increase financial sustainability, in particular through the Turning Pages Sustainable Income Project
* Extending awareness of Shannon Trust Reading Plans in prisons and with the general public
* Developing organisational capacity to ensure future fitness for purpose

**National Reading Network**

The National Reading Network is a working partnership with the Prison Service to embed the Shannon Trust Reading Plan in every prison in England, Wales & Northern Ireland. We also work in the prisons which are contracted out.

In 2016, 4,263 people in prison started to learn to read with the Shannon Trust Reading Plan. 1,939 prisoner Mentors were trained and supported to deliver the Reading Plan to their peers.

**Turning Pages**

Turning Pages is Shannon Trust’s reading programme. It has been specifically developed for adults struggling with reading, has been received a positive external evaluation from Birmingham City University. You can find their report [Turning Pages, Changing Lives here](http://www.shannontrust.org.uk/report).

**Volunteers**

At any one time, we have between 120-130 volunteers who support prison staff and prisoners to deliver the Shannon Trust Reading Plan. The Reading Plan is currently active in nearly all prisons in England, Wales and Northern Ireland.

**Staff and Offices**

As a national charity we have a staff team of nine. Our head office is in Vauxhall, however a number of the staff are home based at locations across the country.

**Funding**

The charity is currently funded by Trusts and Foundations, a Big Lottery grant and donations from individuals. In 2017, we began selling our reading programme Turning Pages outside of prisons. This part of our income diversification plan to ensure the long term sustainability of the charity.

**Shannon Trust Governance**

The Shannon Trust Board, together with the CEO, ensure the charity is governed and led in a way that supports our vision, Every Prisoner a Reader.

**Find out more**

Further information about Shannon Trust and how our Reading Plan unlocks the power of reading is available from our [website.](http://www.shannontrust.org.uk) You can also find us on:

[Twitter](http://www.twitter.com/Shannon_Trust)  
[Facebook](http://www.facebook.com/shannontrustcharity)  
[LinkedIn](https://www.linkedin.com/company/8654000/)

Job description

Job title Regional Manager, South and South Wales

Responsible Head of Operations

Place of work Vauxhall or home based within a specified geographical region. The role includes extensive travel across the region and some overnight stays.

Hours of work 35 hours per week

Contract Permanent

Salary £33,949 pa

Specific responsibilities

**Development and delivery of Shannon Trust Reading Plan**

* Contribute to the Shannon Trust vision of ‘Every prisoner a reader’ by enabling Shannon Trust volunteers and Reading Plan teams to embed Shannon Trust Reading Plan in their prison.
* Encourage consistency of Reading Plan delivery and record keeping to facilitate a National Reading Network across the secure estate.
* Develop, build upon and maintain good relationships with key stakeholders such as Her Majesty’s Prison and Probation Service & offender learning and skills providers and other relevant statutory and voluntary agencies working in prisons.
* Working with Area Coordinators to review activity and identify plans which enable team activities to be focussed.
* Assisting Area Coordinators and Local Prison Representatives to establish the Shannon Trust Reading Plan in new prisons or where refresh is needed as required.
* Developing solutions to common issues and gaps in provision impacting upon service delivery.
* Contribute to staff, volunteer and Mentor training as required.
* Contribute to development & review of presentations for specific audiences

**Volunteers**

* Establish best practice delivery of Shannon Trust Reading Plan in the secure estate through the coordination and support of a volunteer workforce in your region.
* Recruitment (alongside Area Coordinators) and training of volunteers i.e. Local Prison Representatives, Area Secretaries and Area Coordinators.
* Providing induction and on-going support to volunteer Area Coordinators and ensuring Local Prison Representatives and Area Secretaries receive appropriate Induction.
* Conduct 6 month and 2 year review of role and support needs with volunteers.
* Facilitate the sharing of best practice and problem solving by creating a team ethos amongst volunteers within your region.

**Information/Evaluation**

* Maintaining an overview of your region’s progress by ensuring relevant databases are maintained (Including Contacts, Stats, Imp Logs and Recruitment tracker).
* Supporting Shannon Trust in evaluating the impact of the Shannon Trust Reading Plan through overseeing monthly report and data collection, snapshots, Reading Plan profiles and any other information gathering requested.
* Ensure own and Area activities are delivered within agreed budgetary limits.
* To help Shannon Trust become more effective in engaging prisoners who share similar characteristics (e.g. Women, Travellers, ESOL, YP) by taking on a Thematic Lead role and developing a greater understanding of need and relevant issues which can inform Shannon Trust policy and practice.

**Communications**

* Supporting Area Coordinator/Area Secretary in developing agenda for each area meeting and attending Area Meetings.
* Acting as a conduit of information to/from Shannon Trust headquarters and our volunteer workforce including keeping Area Coordinators updated with key developments in the prison service.
* Organising regional meetings, conferences and workshops as required.
* Attend and contribute to London or centrally based Shannon Trust meetings: including Ops, Full staff meetings.
* Sharing good news via Social Media, within agreed guidelines

**Other**

* Managing a home office in compliance with Health and Safety requirements
* As a Shannon Trust employee you may be called upon to undertake specific tasks that impact the development and management of the charity.

Person Specification

### Experience

### Essential

* Experience of and evidence of success coordinating projects including planning, building and maintaining relationships and evaluation.
* Management of people, paid staff and/or volunteers.
* Experience of delivering presentations at meetings and events.

**Desirable**

* Previous employment or volunteering experience in either an adult literacy setting or within the criminal justice system.
* Previous experience of organising and chairing meetings.
* Experience of managing a field force of volunteers.

**Skills and knowledge**

**Essential**

* Knowledge and understanding of the difficulties faced by poor readers and people in prison.
* Excellent verbal communication skills, able to communicate messages to a range of audiences including prisoners, volunteers, prison governors, prison staff.
* Ability to write clear, succinct reports, emails and other key communications.
* Strong networking and negotiation skills.
* Ability to deliver training to an adult audience.
* Able to inspire and support a field force of volunteers.

**Desirable**

* Knowledge and understanding of Her Majesty’s Prisons and Probation Service.
* Knowledge and understanding of government policy on prisons, in particular reform of education and rehabilitation.

**Technical & qualifications**

**Essential**

* IT literate with experience of using Microsoft Office.

**Desirable**

* Qualified to degree level with an education, criminal justice or social work background, or the equivalent relevant experience.
* Ability to post agreed messages on social media platforms including Facebook and Twitter.

**Personal characteristics**

**Essential**

* Enthusiastic, patient and tenacious.
* Tactful and able to act with diplomacy.
* Has the ability to work under own initiative with remote management and to manage a varied workload.
* Non judgemental attitude towards working with prisoners.
* Committed to equal opportunities across the workplace and other environments.

**Circumstances**

**Essential**

* Valid driving licence and access to a vehicle.
* The right to work in the UK.
* Able to travel to prisons and attend meetings within your region and staff meetings in a central location i.e. Shannon Trust London office.
* Able to accommodate a home office, in an area with good transport links to prisons in London, the South East and South West and South Wales
* To have flexibility in working hours and to be able to make occasional overnight stays.
* Appointment will be dependant upon successful security vetting by Her Majesty’s Prison Service.

To Apply

Please forward a copy of your CV together with covering letter outlining

1. your suitability for the role against the person specification (no more than 1,000 words)
2. one of the main challenges of this role and what you would do to overcome it (no more than 500 words).

Please also send a completed equal opportunities monitoring form.

**Please email your documents to:** lorna@shannontrust.org.uk

**Closing date for applications**  28th February 2018

**Interviews** 14th March 2018