



Job Title:

Reporting to:

Band:

## About MTC

At MTC, we make a difference to the lives of thousands of people in the UK every year. We empower them by giving them choices that help them make positive changes in their lives.

Then, we help them develop the new skills they need to reintegrate back into their community so they can have a positive impact there, too.

But that's only part of our story. We're not just committed to transforming the lives of our service users and young people – we're here to help people transform their careers, too.

In this document, you'll find out how you can "Be The Difference" we're making.

## Being the difference

The role you'll play in transforming lives and building stronger communities.

## Your main responsibilities

What you'll need to do to meet those challenges

## Who you'll work with

An overview of the stakeholders you'll interact with in this role

## What you'll bring to this role

Your qualifications, experience, knowledge and skills

## Last, but not least...

### Important information for everyone who works at MTC

#### Equality and Diversity

At MTC our employees are diverse and we have an inclusive culture. We aim for fairness, respect and equal opportunities for all employees from the moment they join us and throughout their employment with regards to: recruitment, learning and development, appraisal, performance management, recognition and progression. We comply with and go beyond the Equality Act 2010 promoting an inclusive environment, free from discrimination, harassment and victimisation. We take action against any employee who breaches our Inclusion policy.

#### Security and Vetting

MTC conducts security and vetting checks to the appropriate level based on the nature and responsibilities of the role.

MTC is committed to fairly and inclusively assessing all applicants, first and foremost on the basis of their skills and suitability for a role. We will only ask about any criminal records at the appropriate time in the assessment process and in line with the level of vetting determined for the role. We truly believe that individuals can turn their lives around and MTC supports individuals to 'Be the Difference' and transform their lives and the lives of others.

#### Confidentiality

We'll expect you to deal with all information on a confidential basis, ensuring compliance with GDPR. You'll need to comply with all of our confidentiality and information security policies and site specific operating procedures as determined by MTC.

#### Flexibility

As part of the team, you'll need to work flexibly and work to agreed standards in a consistent way. We may also ask you to carry out other duties, in line with your grade, at the request of your people manager.

#### Health and Safety

All employees have a duty of care to themselves, their colleagues and others effected by what we do. All employees are required to co-operate with their managers, direct reports and their colleagues in pursuit of working safely and maintaining their place of work and their equipment in a tidy and safe condition. This shall include taking an active role in making their people managers aware of any matters that they feel put others at risk of harm.

#### People Manager responsibilities

If this role involves people management, you'll have a specific responsibility for the health and safety of colleagues who directly report to you, together with other team members for which you have general management responsibility.

#### Changes to your job description

Please note that this job description will not be incorporated into any employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may change from time to time in line with strategic developments. We'll discuss any changes with you first, but your first priority will always be to achieve the main responsibilities as outlined in this document.