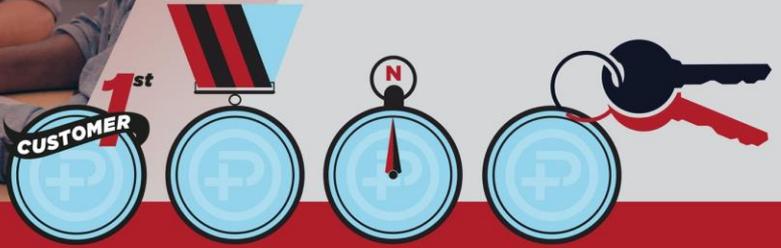




**“We change lives.
One individual at a time.
And in the same way, we’re
going to change society.”**



Job Description

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|-------------------------|---|
| JOB TITLE | Industries & Activity Hub Manager |
| DEPARTMENT | Justice Services |
| REPORTING TO | Skills and Work Departmental Senior Manager |
| CAREER GROUP | Management |
| DISCLOSURE LEVEL | Prison Clearance |

MAIN PURPOSE OF THE ROLE:

The Industries & Activity Hub Manager is key in mobilising and establishing a new industrial and activity hub at HMP Millsike. This role involves setting up the department from scratch and managing its ongoing operations. The Industries & Activity Hub Manager will create, develop, and refine programs to ensure they are effective, engaging, and aligned with the goal of preparing prisoners for successful reintegration into the workforce upon release.

The Industries & Activity Hub Manager, will oversee all industrial and activity programs, ensuring they meet industry standards, comply with safety regulations, and offer meaningful opportunities for learners. You will work closely with the Education DSM and Prison Employment Lead to integrate the curriculum into industrial activities, participating in the monthly Quality Improvement Group and quarterly Employment Hub Advisory Boards to ensure that programs are responsive to the needs of the prison population and the labour market.

The Industries & Activity Hub Manager will also collaborate with Embedded Teachers to identify opportunities for work-based and contextualised learning, highlighting key concepts to support prisoner education. The role involves aligning qualifications with employability goals, prioritising recognised certifications such as BICSc for Cleaning.

Additionally, working with the Skills & Work DSM and Education DSM to develop an employability skills program and coordinate activity allocation using the Activity Panel and digital system Nexus to avoid conflicts and ensure effective sequencing.

KEY RESPONSIBILITIES

The job holder will be required to carry out the following responsibilities, activities and duties:

- **Program Management:** Oversee and lead the mobilisation and establishment of the industrial and activity hub from the ground up. Oversee the development, implementation, and evaluation of all industrial and activity programs within the hub. Ensure programs are engaging, relevant, and tailored to the needs of the prison population.
- **Educational Integration:** Collaborate with education colleagues to embed our curriculum into industries and support prisoner learning and development. Instill the belief that prison work serves as valuable work experience, preparing prisoners for employment upon release.
- **Operations Oversight:** Establish and manage day-to-day operations of the industries and activity hub, ensuring efficient and effective use of resources. Develop and maintain high standards of safety, security, and quality in all activities. Manage stock and supervise annual stock take. Ensure production targets are met/exceeded in each industry workshop.
- **Team Leadership:** Build, lead, support, a team of, instructors, cover instructors and activity coordinators. Provide guidance, training, and professional development opportunities to foster a collaborative and productive team environment.
- **Compliance and Safety:** Ensure all programs comply with relevant regulatory and safety standards. Develop and implement safety protocols and conduct regular risk assessments to maintain a secure environment.
- **Resource Management:** Oversee the procurement and maintenance of equipment, materials, and supplies. Ensure all resources are utilised effectively and efficiently.
- **Activity Allocation** Coordinate the 100% allocation of prisoners to various industrial and activity programs based on their skills, interests, and rehabilitation needs. Ensure fair and equitable access to programs balancing education and employment opportunities. Lead on the Activity Panel that meets twice per week to avoid conflict in activity allocation. Working with the embedded teachers to identify where Industries can provide opportunities for work-based and/or contextualised learning, highlight key words to support prisoner learning, and work with the Education DSM to align qualifications.
- **Stakeholder Engagement:** Collaborate with internal and external stakeholders, including prison staff, rehabilitation services, employers, and educational institutions, to enhance programs and expand opportunities for prisoners.
- **Performance Monitoring:** Analyse data related to program participation, progress, and outcomes. Use this data to inform decision-making and drive continuous improvement. Ensure the Activity Co-ordinators are updating the induction and sequence trackers timely to make sure prisoners are allocated based on their needs, working closely with the Engagement & Resettlement Facilitators, CIAG Advisors, Health Care Professionals and Neurodiversity Support Manager.
- **Prisoner Support:** Develop and implement strategies to support prisoners with varying abilities and backgrounds, including those with additional needs. Ensure the Work & Skills Coaches work closely with the instructors to support prisoners in recognising and recording work skills and experience and updating the employment passport. Promote an inclusive and supportive environment within the industries department.
- **Innovation:** Stay informed about industry trends, emerging technologies, and best practices in vocational training. Incorporate innovative methods and tools to enhance program effectiveness and prisoner engagement, focusing on sustainable and renewable initiatives.
- **Quality Assurance:** Collaborate with central Quality teams to ensure the highest standards of quality and continuous improvement. Establish and contribute to the Quality Improvement Group.

- **Advisory Boards:** Participate in and provide input for quarterly Employment Hub Advisory Boards.

| PERSON SPECIFICATION | | |
|---|-----------|-----------|
| Requirement | Essential | Desirable |
| Education, training and qualifications | ✓ | ✓ |
| Relevant degree in Education, Vocational Training, Business Management, or a related field | ✓ | |
| IOSH Level 3 Certificate | ✓ | |
| Skills, knowledge and abilities | ✓ | ✓ |
| Ability to provide clear direction and support to staff. | ✓ | |
| Ability to set, monitor, and achieve accreditation targets. | ✓ | |
| Ability to manage successful partnerships and develop links with various agencies. | ✓ | |
| Strong financial management skills, including budget management and stock control. | ✓ | |
| Excellent communication skills, both written and verbal. | ✓ | |
| Proven ability to produce comprehensive reports and manage correspondence efficiently. | ✓ | |
| Thorough understanding of Health and Safety legislation. | ✓ | |
| Ability to form effective relationships with internal and external stakeholders. | ✓ | |
| Strong team player with the ability to work collaboratively. | ✓ | |
| Experience | ✓ | ✓ |
| Proven experience in managing and leading teams. | ✓ | |
| Extensive knowledge of industry operations within a prison environment. | ✓ | |
| Experience of allocating to activities within a prison environment | ✓ | |
| Strong capability in performance management and staff development. | ✓ | |
| Experience advising senior management on industry-related matters. | ✓ | |
| Experience in developing and implementing improvement plans. | ✓ | |
| Strong background in managing production workshops and achieving sales turnover targets. | ✓ | |
| Experience in monitoring supplier performance and contract compliance. | ✓ | |
| Proven experience in developing employment strategies and engaging with local commercial entities. | ✓ | |
| Experience in delivering accredited qualifications and skills training. | ✓ | |
| Experience conducting risk assessments and ensuring compliance. | ✓ | |
| Experience in working in a project environment ideally mobilising new Industry or Education departments | ✓ | |

| DEMONSTRATE THE PEOPLEPLUS TRADEMARKS | | Essentials | Desirable |
|---|--|------------|-----------|
|  | Customer First - Helping our customers improve their lives is our 'why'. | ✓ | |
|  | True North - We always operate with high ethical standards, keeping a sense of our 'True North', even when no-one is watching. We are the best version of ourselves, all the time, in everything we do. | ✓ | |

| | | | |
|---|--|---|--|
|  | Own It - We always take personal accountability for everything we do, including any issue we come across, owning it until it is fixed and seeking help when we need it. | ✓ | |
|  | Improve to be the best - We want to be the best at what we do for our clients, customers, service users and learners. That means we have a passion to keep learning and improving. We never accept second best. | ✓ | |
|  | Think big and take risks - Our leaders are always looking for innovative new ways to delight our clients and customers. They know where they are going and inspire their teams to achieve amazing results. Speed is of the essence and they are prepared to take calculated risks – decisions are reversible and they learn from them. They are very happy to respectfully challenge their peers and once a decision is made they are wholly behind it. | ✓ | |
|  | Take ownership with integrity - Our leaders take ownership and act on behalf of the whole company ensuring their actions have exceptional impact on the business in both the long and short term. They listen, are honest and treat people with respect and measure themselves and their teams against the best in the industry. | ✓ | |
|  | Attract, retain and develop top talent - Our leaders act as coaches and mentors and are always looking to develop their teams, help their colleagues and raise the performance bar with every new hire and promotion they make. They recognise people with exceptional talent and willingly share them across the organisation. | ✓ | |
|  | Simple is Best - Our leaders create a vision for their team and lead by example. They ensure everything they do, and expect from their teams, is simple and not over-complicated. They don't 're-invent the wheel' and share best practice across the business. They encourage the exchange of views and the generation of simple, innovative ideas to help us learn and grow | ✓ | |
|  | Deliver Results - Our leaders live and breathe the PeoplePlus Vision and Trademarks. They never compromise and ensure their teams fully understand what is expected of them. They have exceptionally high quality standards and are constantly focused on delivering the business objectives in a timely way. | ✓ | |

Additional Information