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**Job Description**

**Job Title: Visit Centre / Play Worker**

**Location: HMP Garth**

**Salary: £11.42 Per hour**

**Responsible To: POPS Family Engagement Worker**

**Hours: 12 Hours per week**

 **(3 afternoon shifts between Wednesday – Sunday, Alternative weekends)**

**PURPOSE OF THE POST**

Based primary in the visit centre at HMP Garth. The post-holder will work as part of a team to provide practical and emotional advice and support to all visitors. Working within the prison may be required on occasions. Work as part of a team to the wider POPS’ staff team, to ensure that children visiting enjoy a wide range of play activities and experiences on visit session and also on scheduled family day events, to improve the quality of the prison visiting experience for children. The post holder will oversee play area within the prison visit room hall, providing a range of play activities for 2-5 yr olds who are visiting their loved on at the establishment. In addition, the post holder will prepare a range of tabletop activities for older children to engage in with their parent/carer and the person they are visiting.

**MAIN TASKS**

* Meet and greet all visitors to the establishment
* Ensure a friendly and welcoming environment for visitors.
* Provide practical and emotional support to prisoners and their families.
* To maintain confidentiality and security of information
* Update notice boards and information stands with relevant information of relevance as directed
* Carry out administrative tasks in respect of booking in visitors, including check visitor ID documentation where required.
* Liaison with prison staff, including visits and security staff to ensure close co-operation in the smooth and efficient reception for of visitors to the prison.
* Access and update POPS’ in house case management system for reporting purposes.
* Serve hot and cold drinks to visitors if required
* Assist with arrangement and delivery of Family Forums when required.
* Comply with POPS and Prison policies and procedures, including Security, Health and Safety and Safeguarding
* Participate in training relevant to the post.
* Undertake any other relevant duties as requested by Family Engagement worker .
* Flexible approach to the role, including working weekdays and weekends on a rota basis.
* Ensure age-appropriate play activities are available and supervised on all visit sessions and additional family day/ special visit events.
* Arrange and implement a programme of varied play activities, taking into account the needs and ages of the children visiting the prison.
* Ensure that all play activities are fully planned and set out before children access the play area.
* Plan and evaluate each day’s activities as well as setting up and packing away any equipment.
* Maintain hygiene of equipment through regular cleaning
* Comply with POPS and Prison Policy and Procedures, including Health & Safety and Safeguarding requirements
* Attend regular supervision sessions with your line manager.
* Participate in training, relevant to the post as required.
* Undertake other duties as requested by the Family Engagement Worker.