

PRISON SERVICES MANAGER

JOB SPECIFICATION

ABOUT US

At Atrium we provide mental health services in prisons, the workplace and to private clients. We are looking for a prison lead to join our small and friendly team. Atrium has been providing therapy services for over 20 years, and in 2010 we won a contract to deliver services to a local prison. We currently work with several London prisons. Courses of targeted 1:1 therapy sessions are delivered under an outcomes based contract, for those prisoners who are assessed by the main healthcare provider as requiring treatment. This work provides short-term, targeted, evidence-based interventions for prisoners experiencing psychological distress.

We have had considerable success in this setting, based on our unique model of identifying the underlying causes of a prisoner's issues, and being able to provide the right therapist and interventions to help them create genuine improvement. In joining us as Prison Lead, you have an opportunity to make a real difference to the rehabilitation and wellbeing of those offenders who are suffering.

ABOUT THE ROLE

The role will be to lead and manage the services across 4 prison locations, 3 in south east London, and one in central London. This is a senior position, and you will be the face of our Prison Services division, and accountable for its performance. This will involve working with our team of self employed therapists, the team at Atrium head office including the Clinical Director, and the management team within each prison.

The role is full time, based in London, with requirements to travel to all prison locations up to 3 days a week. Flexible, or home working, or working from the Atrium office locations in Essex (Leigh on Sea) or Central London can be discussed for the remaining 2 days, dependent on your preference.

The role will report to the Chief Operating Officer, and Clinical Director. The pay will be in line with NHS Band 6 based on experience.

KEY RESPONSIBILITIES

- To oversee and manage the running of the prison services across all locations, this includes a team of part time therapists, administrators, and coordination with the Atrium Clinical Director.

- Manage staff rotas, sickness, absence, allocate workload, and manage the administration of this.
- To handle incidents, lockdowns, access and other unforeseen situations, working in conjunction with the prison staff and Atrium's Clinical Director.
- To hold responsibility for the data collection, quality and compliance within the prison services. Atrium has several systems including clinical outcomes software.
- To organise and run prison management meetings internally.
- To attend and represent Atrium at service meetings and within the prisons taking notes, following up on actions, and delegating or escalating tasks and issues as required.
- Prepare for and attend contract meetings with contract provider
- Prepare reports on performance in each prison, to present to the leadership team, shareholders and clients.
- To manage the processing of referrals and discharges, and any caseload allocation as required.
- To evaluate and escalate any safeguarding, risk or clinical issues to Clinical Director.
- To manage the onboarding of new staff to the service

PERSON SPECIFICATION

The prison environment is a challenging one, and as such we are looking for a self motivated, enthusiastic and dynamic person, who has great interpersonal skills, and can prioritise well. A problem solver you will be patient, and be able to handle challenges with positivity.

ESSENTIAL SKILLS

- You have worked in a healthcare setting.
- You will have experience of managing a service, practice, or team.
- You will be familiar with attending leadership meetings.
- You have desire to work in the private sector, and be part of a fast paced team who are helping build a commercially successful company.
- You will have excellent interpersonal skills, and be comfortable adjusting your style as required.
- You will have excellent written and verbal skills, and be comfortable presenting.
- Experience managing and supporting a team of staff.
- Good IT literacy, with Microsoft office suite, as a minimum. You will be required to work on the Clinical Outcomes system as well as use Excel for reports and caseload management.
- Will pass an extended DBS Check.

PREFERRED SKILLS

- You will have experience in a challenging high pressure environment
- You will hold a full UK driving license
- You have managed a team of clinical staff

