

# NIACRO JOB DESCRIPTION

**JOB TITLE:** Bus Driver Visitor Centre Team (Maghaberry Welcome Centre)

**RESPONSIBLE TO:** Team Lead

**REF:** TMD/09-24TM

## The Organisation

NIACRO is a voluntary organisation working to reduce crime and its impact on people and communities. Our vision is of a society in which the needs and rights of all, including victims of crime, adults and children who offend and those who are at risk of offending, are equally respected. This drives our work with:

- Children and young people who are experiencing difficulties and / or who may be perceived to be vulnerable to offending;
- Families affected by imprisonment; and
- Adults in prison and in the community who have offended / are perceived to be vulnerable to offending or impacted by crime.

We currently have a staff complement of 140 staff, and 30 volunteers.

NIACRO are accredited Investors In People organisation, at Gold Level. We also hold Investing In Volunteering and Investing in Children Awards and Cyber Essentials Plus.

## The Visitor's Centre

NIACRO is contracted by the Northern Ireland Prison Service (NIPS) to run Visitor Centre services in Northern Ireland's three prison establishments: HMP Maghaberry, HMP Magilligan, and Hydebank college. The services (including creche facilities, hospitality, information and advice and support and transport for visitors) are in place to meet the needs of adults and children visiting family members and friends in prison. Recognising that this has the potential to aid successful resettlement and help reduce re-offending. A key aim of the services are to provide a safe, encouraging and welcoming atmosphere for anyone attending visits before, during and after.

## Job Summary

The post holder will be a part of a team that will create a welcoming and inclusive environment for anyone visiting someone in prison. The post holder will be required to assist with driving responsibilities inside the prison and the cleanliness of bus as well as bus maintenance.

Salary: £14.04 hourly rate (plus £0.70p per hour worked prison allowance)

Hours: Hours available across the week when visits are open Wednesday, Thursday and Saturday

***Maghaberry: Wednesday Visit 8.30am-5.15pm, Thursday Visit 8.30-5.15pm, Saturday 8.45-5.15pm and one further day agreed with Northern Ireland Prison Service. Opening days/hours are subject to change***

***\*Please note lunch breaks are staggered to meet the requirements of the busy environments and ensure availability at all times for visitors.***

Location: Maghaberry

Duration: As and when required (Contracted hours may be available)

Annual Leave: Calculated based on hours worked.

Trade Union: Employees are encouraged to join the Trade Union recognised for the purpose of collective bargaining, which is the Northern Ireland Public Service Alliance (NIPSA).

Pension: NIACRO operates a Contributory Group Personal Pension Scheme with up to a 9% employer contribution when matched by an employee's 8% contribution.

Travel: Appropriate travel allowance is paid for mileage undertaken in connection with work.

Access NI: This post requires a check to be carried out under the requirements of ACCESS NI enhanced disclosure. This full criminal records check will show spent and unspent convictions, cautions, cases pending or any other relevant information.

Continuity of employment is subject to a full NIPS Security Check and full security clearance (CTC) being upheld for the duration of the post.

**Applicants must be age 18 or over on application to meet the requirements of the post.**

Training: NIACRO is committed to the continuous development of all its employees. The post holder will participate in all relevant training and development initiatives that are identified as required by the Line Manager.

## Duties & responsibilities

1. Provide transport to the visitors into the prison grounds.
2. To promote a friendly, caring and supportive atmosphere welcoming all who attend the visitor centres, buses and visiting halls.
3. Maintain health and safety standards and participate in cleaning duties on each of the buses.
4. Building relationships over time to build trust and offer support and signpost to other services within the prison and beyond.
5. Keep appropriate records.
6. Liaison with prison staff on behalf of visitors as appropriate.
7. To undertake any other duties as required by the Visitor Centre Supervisor.

## Person Specification

### Essential Criteria

- Must hold a full clean driving licence, to include category D PCV entitlement and CPC. If there is relevant driving experience and category D PCV entitlement without CPC, CPC training will be provided.
- Excellent interpersonal communication skills.
- Ability to display appropriate understanding and sensitivity when supporting people.

### **Desirable Criteria**

- Health and safety or First Aid Certificate or willing to complete within first 6 months of appointment
- Experience of working within a team
- Experience of working within the Criminal Justice System
- At least 12 months experience of driving large passenger vehicles.

NB: To secure an interview all the essential criteria must be clearly demonstrated. If required, desirable criteria may be applied when shortlisting.

### **Statement of non-discrimination**

NIACRO is committed to equality of opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the role". Any disclosure will be considered in the context of the job description, the nature of the offence and the responsibility for the care of others.

Further information on Access NI and a copy of NIACRO's Handling and Assessing Criminal Convictions Policy can be accessed [here](#). If you need to discuss this further, please contact us on 02890320157.

**NIACRO is an Equal Opportunities Employer**

**Closing date 23 September 2024  
Interviews week commencing 1<sup>st</sup> October 2024**

A reserve register will be created from the interview selection process. If a vacancy for the same post arises within the same location within the next 12 months, you may be offered the post without further interview.