

**Date posted:** 22/10/2025

**Pay:** From £28,000.00 per year pro rata

**Job Description:**

Role Across Oxfordshire with main area being- Oxford City / North Oxfordshire

Hours: Monday – Friday 09.30 – 5.30

Contract: Fixed Term until End of April 2026

Salary: £28,000 pro rata

Travel: All travel expenses linked to this role (From agreed set location)

Excluding commute

Holiday: 25 days (pro rata) – Plus bank holidays

**About Us**

Established in 2015, Browns Community Services has been growing continuously as an organisation who provides bespoke adult social care across the Southeast of England. We pride ourselves in putting the needs of our service users first.

Our Aims: Giving vulnerable adults with multiple complex needs a sense of self-worth, confidence, and the tools to thrive. To see significant improvements in reduced re-offending, tackling substance abuse, reducing domestic abuse, mental health, well-being, and employability skills and to break troublesome transgenerational cycles and improve lives.

**JOB SUMMARY**

Our employment services project has a committed focus on improving individuals' employability skills, with an emphasis on promoting individuals to foster a positive mindset. Our staff are trained in working with high-risk offenders including sex offenders and those subject to MAPPA.

Each individual will receive 1:1 support with a support worker that starts with a bespoke person-centred support/action plan taking into account any licence restrictions. The service offers practical wrap around support, advice, and information, working to empower each individual to take control and make positive changes to their lives, allowing them to achieve their personal ambitions and a route back to employment.

We achieve this by numerous methods such as conducting regular in house tailored progression chart monitoring and continuous flow of ongoing actions for our workers to support. Along with pre-employment preparation such as CV & disclosure statements with mock interviews to focus in on individuals developing skills. We also look to help support and address other areas in their life that may be a barrier to employment.

We are looking for a passionate, committed and insightful individual, with demonstrable experience of outreach, supporting employment and working with high-risk offenders who have complex needs. You will also be dynamic with

a solution-focused approach to helping people make positive changes in their lives.

Training will be delivered for successful candidates

### **MAIN DUTIES & RESPONSIBILITIES**

- To hold a caseload of clients supporting high risk offenders and sex offenders as part of our serious & violent crime division
- Building supportive, trusting relationships with clients, and creating a positive atmosphere for them to progress

- Deliver 1:1 bespoke person-centred support for each individual
- Action plan taking into account individual license restrictions
- Undertake support work in partnership with external stakeholders to complement their interventions i.e., substance and alcohol misuse service
- Deliver interviewing skills and CV writing support
- Disclosure advice and statements
- Research and find appropriate organisation/roles which are within the parameters of the client's restrictions for work
- Introduce clients to and support them to access appropriate services both within Browns Community Services and within existing provision elsewhere to unlock specific barriers to progression
- Support clients to undertake the next steps in their progression journey and to sustain engagement with services
- Developing productive relationships with partner organisations to improve service outcomes i.e., probation, Police and assigned officers.
- To monitor client progress on our progression chart database delivering outcomes in the 7 key areas.
- Support client's stabilisation so they are better prepared to seek and retain employment
- Build strong networks with local organisations and represent Browns at meetings and events to promote the service.

· To produce monthly and quarterly reports as and when required to the project Team Lead / project manager

· The ability to demonstrate initiative, enthusiasm, flexibility and be able to use own initiative

### **Requirements & Skills**

- Applicants must have NVQ2 qualification in Health care or equivalent qualification/experience
- Minimum of 2 years' experience of supporting clients with complex needs or high risk offenders.
- A full driving license and use of a car is essential for this role.

- Able to work outside normal working hours i.e. attendance at occasional evening and week-end events. Sometimes you may need to swap the day you work to be able to support a client.

### **HEALTH & SAFETY**

Browns Community Services is committed to ensuring the health, safety and welfare of its employees and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety. It is the responsibility of each employee to familiarise themselves and comply with the organisation's procedures and systems on health and safety. Primary responsibilities are:

- To report all Health & Safety occurrences including potential hazards to line manager
- Support with the completion of relevant risk assessments
- To comply with Browns Community Services Health & Safety Policy and Regulations
- To adhere to the Safeguarding Children & Vulnerable Adults Policy and Procedures.
- To adhere to the Safer Recruitment & Selection Policy & Procedure.
- To report any safeguarding incidents or concerns immediately to your Designated Safeguarding Officer or Lead Designated Safeguarding Officer.
- To complete any Safeguarding Awareness training as required by Browns Community Services CIC
- If required for your post, undertake an enhanced DBS check and maintain annual membership through the update service.

### **ADDITIONAL RESPONSIBILITIES**

- Adheres to all the policies and procedures of the organisation
- Commits to Continual Professional Development and undertake any training and development deemed necessary to fulfil criteria of post
- Any other duties commensurate with the level of the post.

It is a requirement for this post that an enhanced DBS disclosure check will be undertaken for the successful candidate.

The salary stated is a starting salary for support workers with possibilities for senior support workers to be in the next salary scale dependent on experience for the roles on offer.

### **TERMS AND CONDITIONS**

The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.

Job Types: Fixed term

Benefits:

- Company events

- Company pension
- Employee discount
- Health & wellbeing programme

Schedule:

- Monday to Friday

Application question(s):

- Do you have experience working with ex-offenders?
- Do you have experience in helping others with substance misuse or mental health?

Experience:

- Advice and Support: 2 years (required)

Work Location: In person

Reference ID: ETE - Oxfordshire