



Rehabilitation and
Retraining Trust

Candidate Information Booklet

Police Rehabilitation and Retraining Trust

Career and Development Coach (Part time)

Permanent

NJC Scale PO1

£29,909 - £32,233 (pro rata)

Part-time, 17.5 - 21 hours per week

Completed application and monitoring forms must be returned no later than **12 noon** on **Tuesday 1st September 2020** to applications@prrt.org or via post marked private and confidential to the following address: HR Administrator, PRRT, Maryfield Complex, 100 Belfast Road, Holywood, Co Down, BT18 9QY.

Forward

Thank you for your interest in the post of part time Career & Development Coach at the Police Rehabilitation and Retraining Trust. The post is advertised on a permanent basis.

Included in this information pack is the job description and personnel specification for the post of part time Career & Development Coach as well as further information about PRRT. Also enclosed with this information pack is the application form for the post and monitoring questionnaire. You are advised to pay attention to the personnel specification and to demonstrate in your application how you meet the essential and desirable criteria for the position (please note that all applications must be made via the application form and CVs will not be considered).

If you have any further queries regarding the post, please do not hesitate to contact us at recruitment@prrt.org or on 028 90427788.

Best wishes in your application.

Claire Murray
Human Resources Manager

Information about PRRT

Who we are

PRRT is an Executive Non Departmental Public Body fully funded by the Department of Justice (DoJ).

What we do

The Police Rehabilitation and Retraining Trust was established in 1999 to enable members and former members of the Police Service to achieve and sustain a successful transition into civilian life. To achieve this, PRRT assists its clients to recognise their potential, identify opportunities, set and achieve their objectives and enjoy optimum mental and physical wellbeing beyond policing.

We enable clients to achieve their goals by providing the following services:

- Personal Development, Coaching and Training service
- Physiotherapy
- Psychological Therapies

The Trust also provides services (whether directly or on a sub-contract basis) to non-police bodies within, or funded by, the Department of Justice for Northern Ireland.

We support police officers planning to retire from service, or those who have already retired from the Police Service of Northern Ireland (PSNI) or Royal Ulster Constabulary (RUC). We will offer support to partners and immediate family members of eligible clients, in specific circumstances. In addition, our Psychological Therapies department provides a children and young people's service to children of retired police officers.

Our services are also open on a self-funding basis to the following groups:

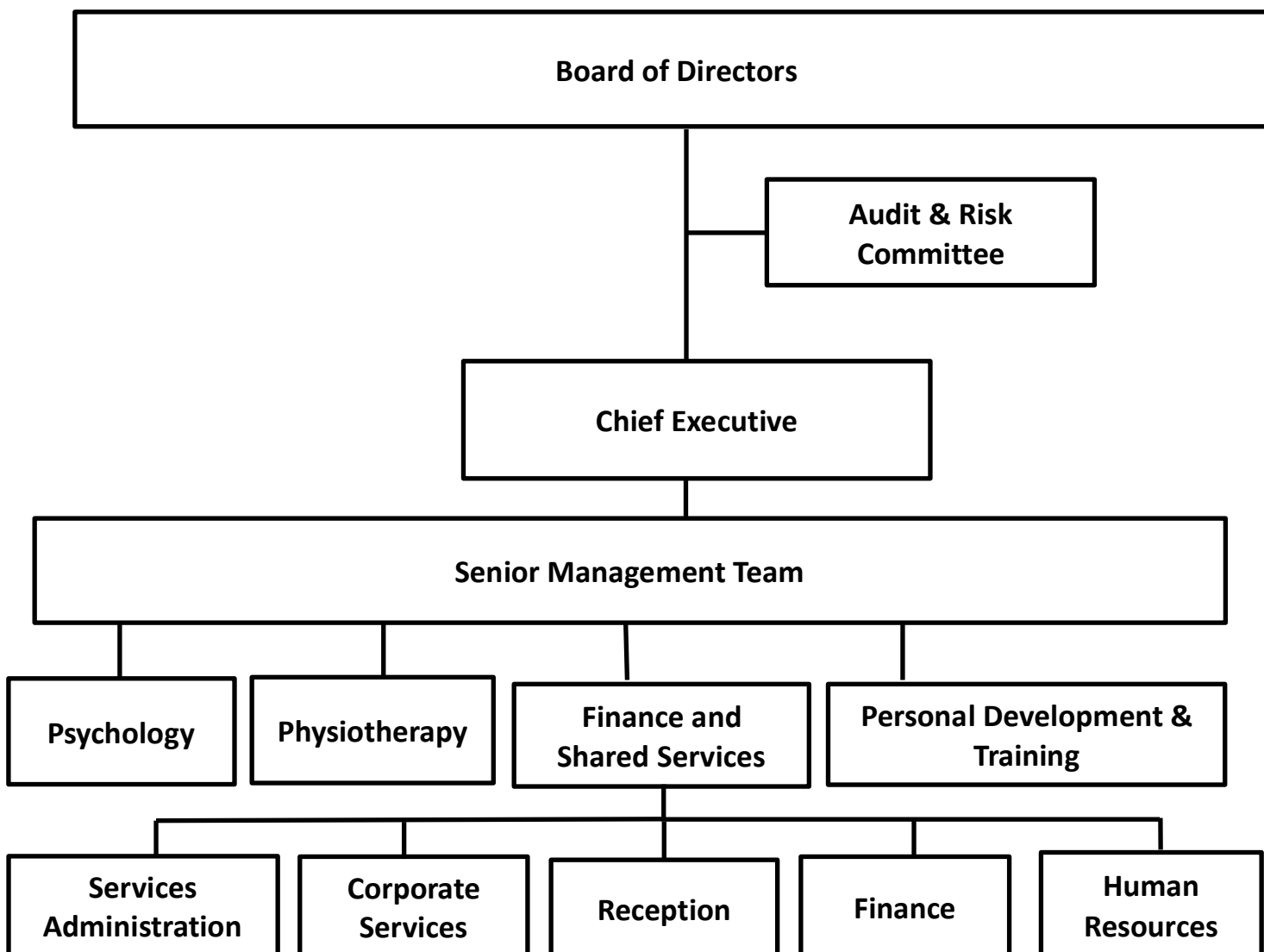
- Police staff
- Immediate family members of serving or retired police officers
- Part Time Reserve Officers
- Serving or retired officers who do not meet the eligibility criteria.

Our Board and Senior Management Team

Our Board is responsible for the control and strategic direction of PRRT. The Chief Executive is accountable to the Board of Directors, and manages the services with a dedicated Senior Management Team accountable to him.

The senior management team is comprised of the Head of Psychological Therapies, Head of Physiotherapy, Head of Personal Development & Training, with responsibility for driving quality initiatives and Head of Finance and Shared Services.

Organisation Structure:



Role Profile and Personnel Specification



Title: Career and Development Coach (Part -time)		
Salary scale: NJC Scale PO1, £29,909 - £32,233 per annum pro rata		
Reports to: Head of Personal Development and Training	Location: Maryfield Complex, Belfast Road, Holywood	Responsible for: Conducting Career and Development Coaching
Role Purpose: To assist clients to make informed decisions about their future, to manage transition, develop their employability and personal skills and to prepare them for retirement. To assist clients with all aspects of recruitment and the employment market.		
<p>Key responsibilities:</p> <ul style="list-style-type: none"> • Providing Career and Development Coaching to support clients in preparing for an active and fulfilling retirement • Conducting one to one coaching sessions face to face, by telephone and electronically • Establishing a safe, secure and supportive environment in which clients are comfortable, safe and able to fully engage in career and development coaching • Contracting with the client to indicate the purpose and function of career and personal development coaching • Assessing clients immediate, medium and long-term requirements • Supporting clients in making a transition from policing to another role • Encouraging clients to recognise their skills, knowledge and expertise • Supporting clients with accessing and researching information on employment education, training and personal development opportunities • Maintain and update knowledge of training and education providers, government bodies, professional bodies and employers 	<p>Core accountabilities:</p> <ul style="list-style-type: none"> • Management of a client case load and client management system to make appointments, record notes of coaching sessions and agreed actions • Protecting and securing sensitive and confidential information through following and implementing documented policies and procedures • Deliver career and personal development coaching in a professional, impartial and ethical manner to meet and comply with professional standards of coaching bodies • Compliance with PRRT policies and processes to minimise and mitigate risks to the organisation and its stakeholders • Managing boundaries with the client to ensure an ethical coaching relationship • Ensure that all documentation is completed accurately and submitted to meet deadlines • Handle and manage all client information in a confidential and sensitive manner, compliance with General Data Protection Regulations and adherence to established processes • Completion of all mandatory training within specified time frame 	

<ul style="list-style-type: none"> • Advising and guiding clients through a range of options to enable the client to make an informed decision • Supporting clients in the developing and setting personal and/ or professional goals and objectives • Managing client appointments and records through a computerised client management system • Completion of client records, documents and forms to meet requirements and within time frames • Design, development and review of in-house training courses • Deliver training courses to clients and customers • Supporting clients with the development and writing a Curriculum Vitae • Providing guidance and advice to clients seeking employment to include assistance with application forms, the recruitment process and interview skills • Signposting and referring clients onwards to meet their holistic needs • Supply statistical information to the Head of Service as required to assist with monitoring business performance against objectives. • Attending team meetings, sharing good practice and participating in opportunities for team, service and organisational development • Liaison with other PRRT services • Representing and supporting the service and PRRT at promotional events to build awareness of the organisation • Any other duties as and when required 	
<p>PERSONNEL SPECIFICATION Essential Criteria:</p> <ul style="list-style-type: none"> • A degree in any discipline • A minimum of a Level 5 accredited qualification in coaching or advice and guidance • Demonstrable experience in delivering coaching to adults approaching retirement and/or retired seeking advice and guidance with opportunities for professional and personal development 	<p>Desirable criteria:</p> <ul style="list-style-type: none"> • Experienced in the use of other Microsoft products, including power point and excel • Experience in delivering training courses to adults

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| <ul style="list-style-type: none">• Knowledge of training, education and employment networks and resources• Knowledge of current employment trends• Excellent organisational skills• Excellent communication skills• Excellent interpersonal skills• Excellent knowledge of Microsoft Word and Outlook• Excellent attention to detail.• Access to transport and a willingness to travel | |
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The Selection Process

- Appointments to PRRT are made under the 'merit principle', where the best person for any given post is selected in fair and open competition.

Making your application

- The application form is designed to ensure that applicants provide the necessary information to determine how they meet the criteria detailed in the personnel specification.
- All applications must be made via the standard application form. CVs and late applications will not be accepted.
- The panel reserves the right to utilise desirable criteria in carrying out the short-listing for the position

Interviews

- It is anticipated that interviews for the post will take place week commencing 7th or 14th September 2020.
- PRRT utilises competence based interviews. The personnel specification detailed above describes what people need to do to be effective in post. Competence is about what people actually do and how an individual applies or demonstrates the knowledge and skills whilst carrying out tasks.
- The selection panel will design questions to test the applicant's knowledge and experience. The personnel specification and competence framework detailed above will be used as the basis for the interview questions.

Communication regarding this recruitment competition

We will issue electronically as many competition communications as possible, you should therefore check your email account to make sure that you don't miss any important communications in relation to this competition. There may, however, still be a necessity to issue some correspondence by hard copy mail.

Disability Requirements

We will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process. Details of any disability are only used for this purpose and do not form any part of the selection process. If you have indicated on your application that you have a disability and are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up an appointment. If you wish to discuss your disability requirements further please contact recruitment@prrt.org or on 028 904227788 or text relay: 18001 028 90427788.

Further Important Information relating to this Post

- **Security Clearance** - Where a position is offered, it will be offered subject to security clearance level 2, Non Police Personnel (NPP) and CTC clearance being confirmed via PSNI. Any offer will be retracted where security clearance has not been successful. A start date in post will only be confirmed upon receipt of security clearance.
- There is a probationary period of six months
- Should further positions in PRRT be identified which are similar to that outlined in the role profile above, it is anticipated that a reserve list will be created of candidates who meet the required standard(s) against the interview criteria and who have acquired the necessary pass mark. Should any further vacancies arise, the highest scoring applicant on the reserve list would be allocated to the vacancy. The reserve list will be valid for one year from the final date of interview.

Additional Benefits of working for PRRT

- 25 days annual leave (rising to a maximum of 30 days depending on length of service), 11 days customary/public holidays and 2 discretionary days leave (pro rata for part-time staff)
- Healthcare scheme
- Northern Ireland Civil Service Sports Association membership
- A qualifying workplace pension scheme is available into which the Trust makes an employer contribution of 6% of salary
- Generous CPD policy, time off to attend courses where appropriate and payment of relevant professional body membership fees.
- Flexi-time Scheme
- Additional Annual Leave Purchase Scheme
- Generous sick, maternity/paternity/adoptive pay schemes.
- Death in service provision of four times pro rata annual salary
- Use of the Physiotherapy gymnasium at designated times

CLOSING DATE FOR RECEIPT OF APPLICATIONS IS 12 NOON ON 1 SEPTEMBER 2020

PRRT is an Equal Opportunities Employer and we welcome applications from all suitably qualified persons

