**Elizabeth Fry Charity**

**Job Description: Referrals Officer - 12-month contract**

**Hours: 20 hours per week 1.30 -5.30pm Mon – Fri**

**Reports to: Referral & Premises Manager**

**Salary: £23,930 - £27,461 (FTE) £12,935 - £14,843 (actual)**

1. To process the allocation of residents to the Approved Premises, gathering additional information and completing pre-arrival work as required.
2. To communicate any issues regarding the suitability of an allocation to the Referral & Premises Manager in a timely manner.
3. To process resident departures including completing end of placement assessments.
4. Prepare quarterly data reports and collate statistical information relating to the Charity’s work as required.
5. To contribute to the monitoring of data to ensure KPIs and other targets are met.
6. Comply with all Elizabeth Fry Charity policies and expectations.
7. Maintain accurate and timely records, using the appropriate case management systems, assessments, and local systems.
8. Work as an effective member of the Elizabeth Fry Charity team, in accordance with agreed requirements and objectives.
9. Undertake training as required.
10. Actively engage in team meetings, practice development meetings, appraisal, and supervision meeting with your line manager.
11. Undertake any other duties requested of you by a manager, to ensure the Charity can function as required.

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| **Person Specification** | |
| **Experience and skills** | |
| **Essential** | **Desirable** |
| Excellent verbal and written communication skills with great attention to detail  Confidence in using IT systems, including excel and word.  Excellent time management skills. | Experience of working with a wide variety of people who have experienced a range of social/personal difficulties.  Knowledge and understanding of the work of the Probation Service and the assessment and management of risk.  An understanding of the challenges facing women who are involved in the criminal justice system. |
| **Personal Qualities and Attributes** | |
| **Essential** | **Desirable** |
| Commitment to the work and values of Elizabeth Fry Charity  High levels of enthusiasm, self-motivation and a “can do” attitude.  Ability to work appropriately within boundaries and to balance issues surrounding care and control.  Flexible approach to work and a willingness to undertake a variety of tasks.  Commitment to equal opportunities and safeguarding. |  |