

# THE PRISON PHOENIX TRUST

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Charity Reg. No. 1163558



## THE PRISON PHOENIX TRUST

### Job Description

<u>Job title:</u>	Director
<u>Reporting to:</u>	Trustees, with ongoing liaison with the Trustee Chairperson
<u>Directly responsible for:</u>	All staff and volunteers
<u>Work base:</u>	Office currently located at Prama House (1 <sup>st</sup> Floor), 267 Banbury Road, Summertown, Oxford, OX2 7HT
<u>Travel Requirements:</u>	Anywhere within the U.K. and Ireland, to hold prison and other workshops with prisoners and prison officers, attend prison service conferences, give public talks and train prison yoga teachers.

#### 1. Overall responsibility

In conjunction with Trustees and staff, uphold the Trust's mission and help in the formation of the Trust's policy in its work with prisoners. The implementation of that policy and the management of the Trust's paid staff and volunteers.

#### 2. Specific responsibilities

- a. To ensure that the Trust's policy and work is regularly reviewed in the light of both the Trust's development and the environment in which it works and to bring any matters or proposed work that involves policy to the attention of the Trustees.
- b. To keep the Trustees fully informed of intended new projects and the progress or otherwise of the work and of any significant developments in staffing matters or relating to volunteers.
- c. To represent the Trust to those in prison, to prison staff, the Prison Service, the Ministry of Justice and to the Trust's supporters and the wider public.
- d. To maintain and develop an extensive network of contacts with individuals and organisations which take an interest in and support the work of the Trust. To represent the Trust through personal contact, public speaking, the writing of articles and through the media.

### *Yoga and meditation in a prison cell*

Director: Mr Sam Settle

Patrons: Dr Kiran Bedi IPS, Dr Sheila Cassidy, Mrs Sandy Chubb, Shirley du Boulay, Fr Laurence Freeman OSB, Mr Jeremy Irons, Mr Erwin James, Sr Elaine MacInnes OLM, Sir Mark Tully OBE, Dr Benjamin Zephaniah

Trustees: Ms Penny Boreham; Mr Giles Charrington (Chair); Ms Jo Child; Mr Nicholas Colloff;

Suzy Dymond-White, Governor, HMP Eastwood Park; Mr Stephen Eeley; Mr James Mallett; Mr Peter Stevenson

Consultants: Dr Jamie Bennett, HMPPS Deputy Director, Operational Security Group; The Revd George Coppen;

Ms Rachel Holmes; Imam Monawar Hussain DL, Muslim Tutor, Eton College;

Prof. Alison Lieblich, Director, Prisons Research Centre; Martin O'Neill, West Dublin Prison Campus Governor





- e. To participate in spiritual counselling to prisoners through letter-writing either personally or when staff or volunteers seek advice.
- f. To support, nurture and manage office staff, a group of volunteers, and prison yoga teachers.
- g. To head up training, with the support of PPT staff, for qualified yoga teachers applying for prison work in the issues which will confront them, and offer spiritual guidance and help in their work with inmates.
- h. To ensure new projects and ideas are teased out in a flexible and innovative manner.

### 3. Legal obligations and responsibilities

The Director will ensure that all the PPT's resources are applied to its charitable objects and fulfil its aims as outlined in the Mission Statement and its agreed strategic objectives. They will ensure that the PPT abides by all its contractual and other obligations in law. They will ensure that the organisation's staff and assets are protected. They will act at all times in the best interests of the Trust.

### 4. Trustees Support

The Director is responsible for ensuring that the Trustees remain informed of major planned initiatives and the results of the organisation's work. They are required to obtain the Trustees' approval for any major new projects before these are implemented, together with a budget for them.

- They are required on a case by case basis to ensure that any deviations from policy are reported and that new publications are submitted for approval and that reports to donors are made available.
- They will ensure that Trustees' proposals are in full compliance with its articles, policies and other legal standards.
- They are responsible for the preparation of an annual budget, regular financial reporting and the Annual Audit in conjunction with the accountant and other staff.

### 5. Work Management

The Director will lead the implementation of the Mission Statement and the organisation's strategic plan and continue its successful development into the future.

### 6. The Programme

The Director will ensure that the PPT's programme:

- is developed in line with the agreed priorities of the Trust
- implementation meets the prisoners' needs and is sustainable



## 7. Financial Management

The Director will ensure that the PPT raises enough funds to carry out its work and remain financially solvent at all times. In particular they will:

- maintain a continually up-dated fundraising strategy and ensure its implementation
- be actively involved in securing funds from donors
- ensure the PPT continues to broaden its donor-base
- ensure that all expenditure is properly monitored and accounted for
- ensure that financial management and accounting practices are in accordance with best practice, that reports are regularly available and that statutory accounts are produced and annual audits carried out as required.

## 8. Personnel Management and Development

The Director will maintain an overall view of the organisation in terms of its management and structures. They will encourage and develop team working, good communications and an open style of management. They will ensure staff are treated fairly and without discrimination.

- The Director will ensure staffing structures and numbers are compatible with the needs of the PPT and that its commitment to staff development and capacity building is realised.
- The Trustees will participate in the selection of senior staff. The employment of other staff is at the Director's judgement. In the event of a dismissal this should be discussed and approved with Trustees beforehand.

## 9. Public Relations

The Director will ensure that the PPT and the needs of the prisoners are kept on the agenda and given a high profile. They will ensure that the PPT is appropriately represented at all levels, new and existing contacts are developed and where possible, work with other agencies. The Director will ensure that the PPT publishes a review each year and other publications as appropriate.

## 10. Other

Perform any other duties as required.

## 11. Terms and Conditions

- Salary: £40,000 - £45,000 per annum
- Hours of work and flexibility of work: 37.5 hours per week including some weekend work
- Paid Leave: 30 days per annum



- Pension: Employer contributions to private/stakeholder pension scheme

*This job description does not form part of the contract of employment and is subject to change in accordance with the needs of the organisation. The post holder will work at all times in a way which is consistent with the organisation's commitment to equality and opportunity. The PPT operates no smoking and equal opportunities policies.*

*Updated July 2020*