

Job description 2025

Job title:	Yoga Coordinator
Reporting to:	Yoga Lead
Work base:	A remote role, working from home, in London or southeast England
Travel required:	Largely within region of London, Greater London, the south (Surrey, Kent and Sussex) and east of England (Essex, Norfolk and Cambridgeshire). Some nationwide when required
Salary:	£31,067 Full Time Equivalent, pro-rata 2 set days (14 hours) a week & contributory pension scheme. 2 year contract.
Days worked:	14 hours a week, working on Tuesdays and Wednesdays

The Prison Phoenix Trust (The PPT)

The PPT is the leading expert in meditation and yoga in prisons in the UK and Ireland. Since 1988 we have supported the personal development and rehabilitation of people living in prison through meditation and yoga. We do this with 121 mentoring, group yoga classes, peer support newsletters and resources such as books and DVDs that help people practise yoga and meditation in their cells. We deliver a comprehensive training module: *Teaching Yoga in Prison accredited by the British Wheel of Yoga*

Hope and healing through meditation and yoga

Director Selina Sasse

Patrons Dr Kiran Bedi IPS, Dr Sheila Cassidy, Sandy Chubb, Fr Laurence Freeman OSB, Jeremy Irons, Sir Mark Tully OBE

Trustees Shola Arewa, Joyce Borgs, Jo Child, Nicholas Colloff OBE, Richard Dunkerley, Suzy Dymond-White (Chair), Claira Fernandez, Rev Doug Heming, Stefan Lerche, Judith Unwin OBE, Liz Wheen

Consultants Dr Jamie Bennett, Revd. George Coppen, Imam Monawar Hussain, Prof. Alison Liebling

Charity Reg. No. 1163558



A small staff and volunteer team based in Oxford and remotely, works with a network of self-employed yoga and meditation teachers across the UK and Ireland. This role reflects an expansion of the staff team to build the capacity of the charity to meet the growing demand for its services and support income growth to sustain this.

The Role

The Yoga Coordinator role is an opportunity to join our award-winning team bringing the benefits of yoga, meditation and mindfulness to people living and working in prison. You will be an experienced prison yoga teacher or have yoga teaching experience in other secure settings, such as the forensic units of hospitals, approved premises or detention centres. Other institutions considered.

You will work remotely and be based in the south-east of England for easy access to prisons in London, Greater London, the south (Kent, Sussex and Surrey) and east of England (Essex, Suffolk and Cambridgeshire). The role is to coordinate the provision of The PPT's yoga, meditation and mindfulness classes in prisons and secure settings, in your region. You will support, recruit and help train local prison yoga teachers to deliver the classes, in partnership with The PPT's yoga team. You will report to our Yoga Lead.

There is occasional requirement to attend staff training and annual events in person in our Oxford office, but you will be based within London and southeast region and able to travel to prisons and other secure forensic locations to deliver prison yoga workshops and attend meetings.

Duties

1. Arrange regional prison, secure hospital and approved premises workshops for prisoners, patients, residents or staff with relevant personnel. Check availability of PPT staff to co-host workshops and identify suitable local yoga teachers to accompany you. Write workshop proposals to secure agreement from staff, provide all relevant security details for workshops and costs. Follow up with prisons and yoga teachers to try to establish weekly classes. Keep shared records about the progress of workshops, teachers and classes up to date.
2. Support PPT prison workshops nationwide, as required, alongside other PPT staff teachers and local yoga teachers.
3. Build relationships and engage with regional prison leads and other key decision makers to influence opportunities for yoga delivery.
4. Attend in prison, secure setting meetings to influence take up of yoga in your region, when required.
5. Attend weekly online team meetings and joining monthly staff meeting remotely, plus any staff training sessions. Regular liaison with Yoga Lead and Yoga Coordinators.
6. Locate qualified yoga teachers for your region's prison work and develop and maintain good relationships with the prison yoga teachers whom the PPT supports.

7. Answer phone and email enquiries from prisons and other secure forensic establishments in your regions wishing to access The PPT's yoga and meditation resources. These resources include but are not limited to yoga classes.
8. Report to the Yoga Lead and work with the other Yoga Coordinators.
9. Take part in hosting The PPT's monthly 8.30am meditations for the prison community and encourage participation from yoga teachers in your region. These are held on Zoom on the 1st Wednesday of each month.
10. Attend The PPT's annual in-person meditation retreat day, all staff Away Day, public event and support teacher training and other events as required. Take part in staff socials, namely the summer picnic, festive lunch and festive tea in person, in Oxford.
11. Keep yoga teacher database and shared records up to date. Keep records of all correspondence and communications with prisons, teachers and others regarding workshops, classes, training events and projects in clear order and up to date.
12. Contribute ideas and content for new prisoner resources and the quarterly newsletter for the prison community, contributing practise guidance and ideas.
13. Help in mailing newsletters or workshop information to yoga teachers, required.

Terms and Conditions

- Salary £31,067 FTE pro rata for 2 days a week in office hours & contributory pension scheme
- Working hours 9am to 5pm including an hour for lunch.
- Flexibility of work includes occasional early starts, long days and some weekends for which there is time off in lieu.
- Paid Leave: staff are entitled to 20 days annual leave a year plus bank holidays pro rata for part time roles. Plus leave on any working days falling between Boxing Day and New Year's Day.
- Pension: The charity operates a contributory pension scheme.

Applications due as soon as possible to meet a rolling recruitment programme. Apply with a CV and covering letter about interest in and suitability for the role, sent to recruitment@theppt.org.uk.

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 time in a way which is consistent with the organisation's commitment to equality and opportunity. The PPT operates an equal opportunities policy.