

## PLACEMENT DETAILS FOR

# Breaking Barriers Together

The NOMS Agency is proud to be able to offer a placement to Breaking Barriers Together. NOMS considers this an important way of demonstrating our commitment to diversity of our workforce and in recognition of the broad range of skills and experience that having a diverse workforce brings. We are also pleased to be able to assist in enabling young people to broaden their horizons.

### Organisational Overview

NOMS (National Offender Management Service) is an agency, part of the Ministry of Justice, set up to deliver the prison and probation services more easily, and to strengthen and streamline the services to improve efficiency and effectiveness as well as develop 'through the gate' practices.

In delivering the sentences and orders of the courts effectively, NOMS aims to:

- deliver effective punishments
- protect the public from offenders and communities from the impact of crime
- reduce re-offending
- deliver offenders' sentence plans in accordance with the court's requirements
- take account of the needs, wishes and rights of the victims of crime
- rehabilitate offenders
- make the best use of resources

Managing Offenders in both custody (prison) and the community (probation) requires a wide range of services and as such the range of employment opportunities ranges dramatically from administration roles, operational roles (such as prison or probation officer) and specialist roles (chaplaincy, psychologists).

## Placement Details

There are two placements on offer - one of which will be at the NOMS Headquarters in Page Street, London (the nearest tube stations are Westminster, Pimlico or St James Park) and the other at the Prison Service College, Newbold Revel (Stretton Under Fosse, near Rugby). There would be no offender contact in these roles.

The placement would be based in the HR Team in London or Training Services in Newbold - the departments focus on developing and supporting policy and staff in relation to HR issues. The role would involve administrative tasks. We would expect the placement to last an average of 2 weeks, although other lengths will be considered on application.

Due to the broad range of tasks involved, we are keen wherever possible to provide a level of tailoring to the placement, so that interests or aspirations can be accommodated (such as experience in a finance office for example) - this will be in negotiation and form part of the placement objectives.

Reasonable travel costs will be met and where travel within the placement is required, it will be funded by NOMS.

Due to the nature of the work, a code of confidentiality and security of information statement will need to be signed.

**If you would like the chance to take up this wonderful new opportunity, please email the following to Vanessa Whitehouse ([info@disabledworkexperience.org.uk](mailto:info@disabledworkexperience.org.uk)) by close of business Sunday 28<sup>th</sup> March 2010:**

1. A covering letter, addressed to Claire Harvey, HR resourcing Policy Development Manager, HR Diversity & Inclusion, NOMS, Room 412, Cleland House, Page Street, London SW1P 4LN explaining:
  - Why you are interested in applying to NOMS for work experience;
  - What you hope to gain from the work experience
  - What you know about NOMS
  
2. C.V.

NOMS will review the applications and advise those they would like to invite for an interview.

If you have any queries regarding the placement, please contact Vanessa Whitehouse directly at the following email address:  
[info@disabledworkexperience.org.uk](mailto:info@disabledworkexperience.org.uk)