

## JOB DESCRIPTION

**Post:** Digital Content Officer  
**Salary:** £37,449  
**Hours:** Full Time - 35 hours per week (Fixed term until March 2025)  
We are flexible about how these hours are worked (8am-7pm Monday to Friday). Some travel will be required when visiting prisons.  
**Location:** Hybrid, based in our London or Cardiff office or home working as preferred (office - the Foundry, 17 Oval Way, London SE11 5RR / Castle House, Castle Street, Cardiff CF10 1BS).  
**Reporting to:** Head of Service Delivery

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We are looking for a full-time member of staff to join us on a fixed term contract until March 2025.

### Introduction to Prisoners' Education Trust (PET)

PET is a highly regarded and long-established national charity combining service delivery and advocacy. We provide distance learning courses and associated information, advice and guidance (IAG) for people in prison. We also advocate for system-wide improvements in prison education. We inform the public, parliament and media about the positive impact of education on rehabilitation, learning from people with lived experience of prison to make the case for change. For further information about PET's work, go to our website:

[www.prisonerseducation.org.uk](http://www.prisonerseducation.org.uk)

### Purpose of the post

PET has been successful in gaining funding from HMPPS Digital Content Innovation Fund. This project aims to trial new ways to provide digital educational materials to people in prison. PET will create short digital courses and accompanying resources for prison staff as part of this wider initiative.

The project will offer a literacy programme and six short courses which will introduce people to topics PET knows are of interest to people in prison, enabling people in prison to develop a basic understanding of the subject area and its relevance to potential future employment opportunities. This post will lead the planning, design, marketing and evaluating of these resources.

The courses will be created in partnerships with expert organisations. The National Extension College will be a key partner regarding the literacy programme.

The post will be part of PET's Service Delivery team and will work closely with both the Digital Officer, Data and Systems Officer and the Head of Service Delivery.

We are committed to building a truly diverse team and are working hard to make equality, diversity and inclusivity part of who we are and everything we do.

## Duties and Tasks:

- Work with the Head of Service Delivery to identify and build relationships with appropriate topic specialists. Then support the management of these relationships throughout the project.
- Work with the Head of Service Delivery and the Digital Officer to plan, design, market and evaluate the courses, ensuring that they are suitable for use in prison and accessible to prison learners.
- Manage relationships with various partners throughout the project to ensure courses are developed and implemented to time and budget.
- Work with the Data and Systems Officer to collect and analysis data associated with this project.
- Keep a project plan to ensure the project is delivered to time and budget.
- Work with colleagues from across the organisation to create a course guide for prison staff.
- Meet with prison staff from across the estate to ensure people in prison can access these courses. This will mean regular visits to prisons to support prison staff and learners.
- Create resources to support people in prison access these digital courses.
- Any other tasks as appropriate to support PET.

## Abilities and Experience:

- Be committed to a prison learner focused approach.
- Understand the needs and experiences of prison learners.
- Be an excellent communicator with the ability to maintain strong relationships with partner organisations. This will include presenting to prison staff.
- Be able to engage with people who are typically underrepresented in accessing digital content.
- Know how to use gamification principles to engage and motivate.
- Have a good understand of learning theories and how to employ them in a prison setting.
- Be committed to providing services to prisoners and prison staff.
- Have good organisational skills, including the ability to manage multiple tasks, meet deadlines and be proactive.

## Qualities:

- Excellent attention to detail
- A great communicator
- Proactive, enthusiastic and motivated
- The ability to build relationships with many partners.
- Ability to work co-operatively as part of a small team.
- An interest in working with prisoners and enabling their voices to be heard.

PET understands and our experience has shown us that in our society some groups of people may experience additional disadvantage and discrimination. This includes (but is not limited to):

*Black, Asian and minority ethnic communities including Gypsies, Romanies and Travellers, people with disabilities including people with neurodiversity, people with criminal convictions, LGBTQ+ people, migrants, older people, religious minorities, women, working class people and young people.*

We want to create a culture at PET in which people respect and value each other's differences; that promotes dignity, equality and diversity; and that encourages individuals to

develop and maximise their true potential. We welcome applications from people of all backgrounds.

We welcome applications from candidates with lived experience of the prison system.

### **Practicalities**

- A 5% contribution towards a Group Personal Pension Scheme is offered after three months of employment (which is then backdated). In order to qualify for this an employee must be an active member of the pension scheme making a minimum of 2% employee pension contribution.
- You have access to three paid volunteering days each year.
- PET will cover the costs of professional membership to any organisation that aims to support you professionally and aid you in your development.
- 25 days of annual leave per year for a full-time member of staff.
- You can claim time off in lieu of any evening travel as part of the role.
- We provide a good induction and ongoing support.
- As your role will require use of a computer screen, PET will pay for any eye tests which are required.
- PET has an Equality, Diversity and Inclusion policy which all staff are expected to follow.