



**Together** we're  
Recycling Lives

Changing lives through offender  
rehabilitation, residential support and food  
redistribution

# Head of Programmes

## Applicant Pack



Together we're **Recycling Lives**

**Join our team – Change lives**

Recycling Lives Charity & Social Enterprise – **2023 highlights**

- 904 individuals & 140 charitable groups supported
- 72% of prison leavers secured employment on release

- 9 in 10 prison leavers did not reoffend
- 1.5m waste electrical items recycled or refurbished
- 2.3 million meals redistributed to communities
- 1,000 tonnes of food diverted from waste

2023 was another successful but challenging year for our organisation.

We expanded and enhanced two of our programmes while maintaining our impact – delivering low reoffending rates and high employment rates within our rehabilitation programmes, and delivering millions of meals to communities while preventing food waste within our food redistribution programme.

We also welcomed 10 new team members to help achieve our impact.

Now we've got further growth plans and we're looking for a Head of Programmes to help us to achieve our goals.



## Organisation overview

### Our Work

Recycling Lives Social Enterprises (RLSE) is a national leader in the criminal justice sector, delivering rehabilitation and residential programmes to reduce reoffending and homelessness. We work with individuals with histories of offending, substance misuse, mental illness, homelessness, and long-term unemployment. We deliver structured, supportive programmes to allow participants to overcome personal problems and develop skills, confidence, and resilience to move into work and stable housing. We also run a community café in Preston and are responsible for the operation of the FareShare Regional Centre for Lancashire and Cumbria, redistributing surplus food to communities in need throughout the region.

### Our Mission

We are on a mission to encourage and empower people to achieve and sustain positive change.

By breaking down barriers and connecting people through positive opportunities we equip people with the skills and resources to improve their quality of life.

We think taking care of people only makes sense if we take care of the environment too.

## Our Values



### Person-centred

We always put the best interests of the people and communities we support first



### Collaborative

We form trusted partnerships across all sectors to deliver on our aims



### Sustainable

We deliver financially-sound programmes that create lasting change



### Proactive

We are entrepreneurial, fast-paced and responsive to change

## Partnerships:

- Working with partners across all sectors we help prisons, businesses and charities to create lasting change:
- Working with communities to reduce crime, homelessness and poverty
- Partnering with prisons to reduce reoffending by supporting offenders
- Working with businesses to demonstrate their values through recruitment
- Supporting charities to reduce running costs by providing quality food



## Head of Programmes - Specification

Manager:	CEO - Alasdair Jackson OBE
Role:	Head of Programmes
Location:	Based at Head Office in Preston, Lancashire, with national travel.
Salary:	Salary: Up to £50,000 dependent on experience, plus car allowance - £4800
Start Date:	TBC



## The Role

As Head of Programmes you will lead the teams running our specialist support services, employment, housing and residential services.

Be part of the senior leadership team to drive the strategic direction of the charity and social enterprise, forming strong internal and external stakeholder links to ensure successful delivery of business objectives; strengthen the management team through identifying skills gaps and developing a cohesive, performance focused culture. You will also be responsible for planning, managing, and reviewing the key deliverables of our programmes and services whilst ensuring our participants are receiving the best service for them.

## Key Responsibilities

- Lead and manage a team of specialist services, rehabilitation services including housing and employment. But overall provide a comprehensive wrap-around service.
- Oversee the coordination of employment opportunities, housing assistance, addiction services, and general support for beneficiaries.
- Develop and implement strategic initiatives to enhance the effectiveness of rehabilitation programs.
- Manage the Charity and RLSE's engagement in the tender process to secure funding for rehabilitation projects.
- Collaborate with stakeholders to ensure alignment with organisational goals and objectives.

## Essential

- Proven leadership experience in managing rehabilitation or similar programs.
- Strong understanding of the challenges faced by ex-offenders and the ability to design solutions.
- Excellent Organisational and project management skills.
- Experience in successfully securing funding by bid writing.
- Excellent communication and people management skills including the ability to motivate and empower others.
- Excellent organisational skills
- A keen social conscience and a desire to go the extra mile to support those in need.
- Confidence, resilience, and flexibility

- Fluent user of ICT and the ability to work with new software as required.
- Working knowledge of the employability and housing sectors
- Working knowledge of the justice sector, including offending behaviours and offender management
- Working knowledge of health-related matters including substance misuse and mental health
- Knowledge of the support agencies that can assist with individuals who have complex needs (e.g. debt, substance misuse, housing etc.)
- Flexible approach to work including willingness to travel and work occasional unsociable hours.

## Desirable

- Relevant qualifications
- In date prison (NOMS) vetting
- Experience with computer programs such as Salesforce.
- Experience of managing a case load of participants with complex needs
- Knowledge of the issues affecting individuals with multiple barriers to progressing to sustained employment.

## How to apply

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Successful applicants will be subject to a 6-month probationary period and will have to undergo MOJ vetting procedures. Failure to pass this vetting will result in termination of the contract.

If you are interested in applying, please send your CV with a covering letter explaining why you are suitable to for the role to Amanda Hesketh [amanda@hbpeople.co.uk](mailto:amanda@hbpeople.co.uk)

## Testimonials



“I volunteered for two months first and then went into a job. Even though I’ve worked full-time before I was anxious about it but everyone’s so friendly there.

“I would never have thought life could have been this different just a few months ago.

“I’m proud of myself and I really do appreciate everything that’s been done for me.” - **Yvonne**



“When Rick and Rob first visited the prison I showed them around and helped them to set up an open day. At the beginning people were cynical but the open day really helped. The [prison staff] can see the difference Recycling Lives can make so they’re much more open to helping people to engage with it.

“Recycling Lives is exactly what people need.” - **Anett Uttley, HMP Wealstun**



“Things were really hard. I’d been out of work for years and I was having a nightmare trying to find a job. I wasn’t getting anywhere and that knocks your confidence. Volunteering gave me hope.

“You meet new people, learn new skills and it’s a real confidence boost. I made some good friends too. You’re meeting people from different backgrounds too, but there’s no hierarchy to it – it’s a level playing field. That’s what was nice about it. - **Mark – Volunteer**

