**Team Leader**

**HM Prisoner Family Support Services – HMP Wayland**

Text

Description automatically generated

A person smiling for the camera

Description automatically generated with medium confidence **A message from our CEO, Allan Myatt**

Dear Applicant,

Thank you for your interest in the post of Team Leader in our Prisoner Family Services Service based at The Visitors’ Centre at HMP Wayland.

Over the last four years, the strategic plans we set in 2019 successfully guided us through a particularly challenging period around the world. Within this time, we have strengthened our infrastructure, said goodbye to some services and welcomed and substantially grown others. We have adopted a new brand identity, giving us a much fresher and more optimistic outlook. We have also invested in our most important asset, our staff, and begun to apply our values across every area of our work. In short, we are now a safer, healthier, and more resilient organisation which has enabled more children, young people, and families to feel safer, healthier, and more resilient too.

In June last year, we began the process of looking forward to set out a plan for the next three years. We looked at what had been working well and what more needs to be done to improve our quality and reach within the East of England. The enclosed strategic plan for 2022 – 25 is now well underway and we see the recruitment of this post as critical in helping us achieve our objectives.

I wish you the best of luck with your application.

Best regards,

A picture containing text

Description automatically generated

Allan Myatt

**Who Are Ormiston Families?**

Ormiston Families is one of the leading charities working with children, young people, and families in the East of England. We take early and preventative action to support families to be safe, healthy, and resilient. All our services help people to build stronger networks, learn from experience and feel in control of their own wellbeing. We can only achieve this with the people who choose to work for us.

**About Our Prisoner Family Support Services**

Research undertaken by MoJ found 38% of prisoners reported that support from their families would help prevent them from reoffending. MoJ (2014) Supportive relationships with family members and significant others give meaning and all-important motivation to other strands of rehabilitation and resettlement activity. Family work should always be seen and referred to alongside education and employment as rehabilitation activities and to be considered the third leg of the stool that brings stability and structure to prisoners’ lives, particularly when they leave prison. Farmer (2017).

Lord Farmer (2017) concludes in his review; Good family & significant other relationships should be seen as the ‘golden thread’ and are indispensable for delivering the Government's far-reaching plans across all the areas outlined in their white paper on Prison Safety and Reform, published in November 2016 if prisons are truly to be places of reform. We cannot ignore the reality that a supportive relationship with at least one person is indispensable to a prisoner’s ability to get through their sentence well and achieve rehabilitation. It is not only family members who can provide these and, wherever family relationships are mentioned, it should be assumed that other significant and supportive relationships are also inferred.

The work we undertake within the Prison Family Services at Ormiston Families is underpinned by Lord Farmer (2017) and his recommendations. We have entwined the ‘golden thread’ refered to into our underpinning values and work ethic working with all those impacted by familial imprisonment. Working closely with the Prisons Ormiston Families staff ensure we promote and advocate on behalf of the families and the prisoners giving them a voice to help support, maintain and build healthy, safe and resilent family and significant other relationships whilst serving their sentence.

**About Our HMP Wayland Service**

The Ormiston Families team is based at HMP Wayland. We assist with the effective and efficient running of the Visitors Hall and Centre providing support, information and a personal welcome for visitors to help them access the services available to them.

**About the role of Team Leader**

HMP Wayland part of the main HMP Estate offers a varied and exciting opportunity to work in a busy yet rewarding environment where no two days are the same. You will be required to obtain and retain enhanced security vetting for this role.

The Ormiston Families team based at HMP Wayland provide a personal welcome for first-time and returning visitors to help them access the services available to them.

We are seeking a Team Leader who will be responsible for supporting the delivery of our HM Prisons contract at HMP Wayland to ensure prisoners and their families have a valuable visiting experience, improving the quality of visits for children and families and helping to maintain family relationships. You will oversee a small team of Family Support Workers and Volunteers working at HMP Wayland and assist in providing effective and efficient running of the Visitor Centre, Play Area in the Prison Visits Hall and to assist on Family Days.

**About you**

You will have experience of supervising or managing staff and dealing with people in a customer service-based role. You will also be able to demonstrate excellent communication and problem-solving skills sometimes under challenging circumstances whilst embracing a non-judgemental and empathetic work ethic. Experience of providing or helping to provide play activities for children of a range of ages is essential.

We facilitate visits on Mondays, Wednesdays, Thursdays, Fridays, Saturdays & Sundays All visits run from 2pm – 4pm and our Team Leader and Family Support Workers must be on shift daily from 12:30 – 4:30pm.

We are recruiting for a Team Leader to work the following (25 hours average per week):

* Working every Monday & Wednesday 9.30am to 5pm (6.5 hours per day with half hour unpaid break), Thursday 9.30am to 4pm (6 hours with half hour unpaid break) and Friday 12,30pm to 4.30pm (4 hours).
* Two weekend shifts of 12:30 – 4:30pm every four weeks (avg. 2 hours a week).
* A degree of flexibility will be required to meet operational demand, particularly to cover additional weekends when required.

You will also need to be able to have access to a car or be driven to the Prison as HMP Wayland is in a remote location and is not accessible via Public Transport.

**Safer Recruitment**

**Application Process / Post Requirement**

You must demonstrate that you meet the competencies; experience, knowledge, skills, and qualifications, that are required for this role (see Job Description below).

You must complete and submit an online application form (via the ‘Work with Us’ section of our website) detailing in the personal statement section, how you meet the criteria.

**Rights to Work in the UK** (RTW) (in person or remote)

The Recruiting Manager will need to see the original documents providing proof of your right to work in the UK.

* UK Passport / Full UK Birth Certificate / Drivers Licence / Utilities Bill   
  (proof of address)
* EUSS Permanent Status or Pre-Status Share Code
* Current EU/EAA/Swiss Citizen Passport
* EU/EAA/Swiss Citizen Visa
* Home Office Certificate
* If the interview is held in person, we will verify hard copy documents which you will need to bring with you to the interview.
* If the interview is held remotely, you will need to email copies of your RTW documents to the Recruiting Manager before the interview. At the remote interview [Teams, Skype, Zoom] you will need to have the original hard copy documents available so the relevant checks can be undertaken.

**Safeguarding and DBS Requirements for Your Role**

Ormiston Families is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all staff and volunteers to share this commitment. DBS checks or police vetting will be required for relevant posts.

**Disclosure and Barring Service (DBS) Checks:**

* As this position meets the definition of regulated activity under the Protection of Freedom Act 2012, appointments to this post will be subject to an enhanced DBS check with barred list check.
* Employment can commence once the check has been satisfactorily completed.
* If you have a conviction on your DBS check, an assessment of the relevance and impact of the conviction in relation to the post will be done to determine if the job offer can be confirmed.
* It is a serious criminal offence to knowingly apply for posts when you have been barred from working with children/young people and/or vulnerable adults.
* Additional questions for roles working with children, young people, or vulnerable adults to be explored at interview.
* As this post involves working either with children and young people or vulnerable adults Warner or Safer Care motivational type questions may be asked during the interview process.
* These questions are asked to establish your suitability to work with vulnerable groups by understanding your attitude, behaviour, and responses to situations.
* The questions will relate to your inspiration for working with vulnerable groups, your ability to build relationships and your resilience when working with such groups and may also explore your attitude to the use of authority.
* If you feel you would find these questions about yourself difficult to respond to then you may wish to reflect upon your suitability for the post.

**Disclosure**

* Ormiston Families encourages all candidates called for interview to provide details of their criminal record at an early stage in the application process.
  + This information can be sent under separate, confidential cover to the Human Resources Team [**hr@ormistonfamilies.org.uk**](mailto:hr@ormistonfamilies.org.uk)
  + Ormiston Families guarantees that this information will only be seen by those who need to see it as part of the recruitment process.
* Unless the nature of the position allows Ormiston Families to ask questions about your entire criminal record only questions about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974 will be asked.
* Ormiston Families will ensure that every subject of a DBS Disclosure is aware of the existence of the DBS Code of Practice and make a copy available on request.
* Ormiston Families undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
* Having a criminal record will not necessarily bar you from working with Ormiston Families. This will depend on the nature of the position and the circumstances and background of the offences.

**Qualification**

* The Recruiting Manager will need to see the original copies of your qualification either in person or via video conference.
* If the interview is held in person, we will verify hard copy documents which you will need to bring with you to the interview.
* If the interview is held via video conference, you will need to email copies of your qualification to the Recruiting Manager before the interview. At the interview, you will need to have the original hard copy documents available so the relevant checks can be undertaken.
* If short-listed and you are required to hold a particular qualification for a post it is your responsibility to provide the relevant certification, to prove you are suitably qualified.
* Failure to produce documentary evidence of qualifications or undertake required courses/training may result in the termination of your employment.
* If a post requires you to take training or additional qualifications then, by accepting this post, you are agreeing to do the training or take the qualifications.

**References**

* If appointed, we will ask you for referee details which cover your past 3 years of employment, one of which must be your current/most recent employer.

**Health Check**

* If appointed and to ensure the post does not have a detrimental effect on your health or your health on your work, you will have to complete a health enquiry form, and may be required to have a medical via Occupational Health.
* This is to confirm that you are able to satisfactorily carry out the post without any impact on your health (taking account of any reasonable adjustments required).
* It will be separated from your application form and will not be seen by anyone involved in recruitment to this job.

**GDPR / Data Protection:**

* Ormiston Families is required by law to comply with the UK GDPR / Data Protection Act 2018.
* Employees have an important role to play in ensuring that personal information is processed lawfully and fairly.
* Personal information is information relating to a living individual who can be identified.
* It is each individual employee’s responsibility to handle all personal information properly no matter how it is collected, recorded, and used, whether on paper, in a computer, or on other material.
* Personal information must not be disclosed to others unless authorised to do so.
* All personal /sensitive information will be sent to you via Egress encryption service or password protected.

**Equal Opportunities:**

* Ormiston Families is an equal opportunities employer.
* We value diversity and welcome applications from all sections of the community.
* We ask you to complete a monitoring form to help us monitor the diversity of applicants. It will be separated from your application form and will not be seen by anyone involved in recruitment to this job.
* The gender identity, disability, marital status, ethnic origin, age, pregnancy status, religion or belief, or sexual orientation of an applicant or employee does not affect the employment opportunities made available, except as permitted by legislation.
* In addition, applicants declaring a disability who meet the minimum (essential) criteria for a vacancy will be invited for interview.
* Ormiston Families seeks to ensure that all employees are selected, trained, and promoted on the basis of ability, the requirements of the post and other similar and objective criteria.

**Any queries, please email:** [**kirsty.glover@ormistonfamilies.org.uk**](mailto:kirsty.glover@ormistonfamilies.org.uk)

**Information about working   
for Ormiston Families**

**Job Title: Team Leader**

**Duration**

The post advertised is permanent part-time working 25 hours average per week.

**Hours of Work and Working Arrangements:**

* HMP Wayland facilitates visits on Mondays, Wednesdays, Thursdays, Fridays, Saturdays & Sundays. All visits run from 2pm – 4pm and our Team Leader and Family Support Workers must be on shift daily from 12:30 – 4:30pm.
* We are recruiting for a Team Leader to work the following:
* Working every Monday & Wednesday 9.30am to 5pm (6.5 hours per day with half hour unpaid break), Thursday 9.30am to 4pm (6 hours with half hour unpaid break) and Friday 12,30pm to 4.30pm (4 hours).
* Two weekend shifts of 12:30 – 4:30pm every four weeks (avg. 2 hours a week).
* A degree of flexibility will be required to meet operational demand, particularly to cover additional weekends when required.
* The normal working week is 35 hours, Monday to Sunday and covers 52 weeks per year.

**Location:**

* Your base will be The Visitors’ Centre Based at HMP Wayland.

**Salary:**

* The salary for this post is £25,404 gross per annum, based on 30 hours average per week.
* The full-time equivalent salary is £29,638 per annum based on 35 hours per week.
* Salary is paid in 12 equal instalments on the 25th of each month directly into your bank account and covers work carried out in the calendar month.

**Probationary Period:**

* The post is subject to a probationary period of 6 months during which your progress will be monitored in accordance with agreed objectives.

**Travelling Requirements for Your Role**

* Ormiston Families positively encourages the use of technology to communicate and engage but in this role you may need to travel.
* You must either hold a full and current driving licence and have access to personal transport or meet the mobility requirements of the role through other reasonable and suitable means.
* Any mileage undertaken on behalf of Ormiston Families will be paid in accordance with our Expenses Policy and within Her Majesty’s Revenue and Customs guidelines.
* If you require a reasonable adjustment due to a disability to meet the travel requirements of this role, please speak with the contact detailed below.
* If you use your own vehicle for the purposes of work, you must ensure that your insurance policy covers you for this purpose.



**Job Description**

**Job Title: Team Leader**

**Service: HM Prisoner Family Support ServicesTeam**

**Location: The Visitors’ Centre based at HMP Wayland**

**Job Purpose**

You will be responsible for supporting the delivery of our HM Prisons contract at HMP Wayland to ensure prisoners and their families have a valuable visiting experience, improving the quality of visits for children and families and helping to maintain family relationships.

You will supervise a small team of family support workers and volunteers working at HMP Wayland.

**Main Duties and Responsibilities**

* To plan, evaluate and lead in the delivery of all current and new activities within the HMP Contract with the support of the team at HMP Wayland.
* To be responsible for the management of professional practices of Family Support Workers, and Volunteers operating within your area. This includes undertaking supervision, providing day to day management, guidance, and support, engaging in reflective practice, ensuring performance management and quality assurance requirements are applied.
* To undertake delivery of prisoner/family support interventions at HMP Wayland and to oversee the effective delivery of Family Support Workers delivering the same interventions within your assigned area. At HMP Wayland, the key interventions of support involve providing support from the Visitors Centre before visits, running a children’s play area in the Visits Hall and facilitating special Children and Family Visits.
* To represent Ormiston at a range of agreed external meetings and to work in partnership with other organisations, working to influence positive change in policy and practice to achieve identified outcomes for prisoners, their children and families.
* In consultation with the Norfolk and Cambridgeshire Cluster Manager, Evaluation Manager and/or Operations Manager help to monitor, maintain and manage performance and quality using pre-existing evaluation frameworks and contract management tools ensuring that accurate/ verified information is recorded in the appropriate formats.
* Collaborate with other Ormiston Families colleagues and other organisations to develop best practice within the Prisoner Family Services and standardising delivery. Where improvements are recognised ensure, information is shared and quality improvement is driven up and standardized though appropriate organisational channels
* Scheduling rotas with the use of staff and or volunteers to ensure sufficient staff coverage to meet contract service delivery
* Attend operational interface meetings and other relevant meetings on behalf of Ormiston Families and when required, attend contract meetings to support the Cluster Manager and/or Operations Manager.

**Other requirements**

* It will be a requirement of this post to obtain and maintain prison clearance and comply with the Prison’s Policies and Procedures regarding vetting.
* Where required as part of your role it is a requirement of the role to obtain and maintain relevant key talk training.

**Generic Responsibilities**

* To provide occasional cover for the Norfolk and Cambridgeshire Cluster Manager.
* To attend briefings, conferences and training events as required, ensuring the relevant information is summarised and fed back effectively to stakeholders.
* To work within Ormiston’s vision, mission, values, policies and procedures in a way which is consistent with the organisation’s strategic plan.
* To comply with any relevant professional standards and quality marks.
* Access to own transport or the ability to meet the travel requirements as required.
* To carry out any additional relevant duties as instructed by the Cluster or Operations Manager.

**Resource development and maintenance**

* To maintain and ensure resources for the use across the service are appropriate, clean, developmentally suitable, interesting, and enjoyable.
* Organise and prepare resources for specific sessions i.e. at the Visitors Centre, in the Visits Hall Play Area and on special Children and Family Visits.

**External Stakeholder Management / Engagement**

* Attend relevant HMP Contract & KPI Meetings
* Point of contact for HMP Governors in day – to - day service delivery and first line conflict resolution
* Deputise for Cluster Manager in relevant Stakeholder meetings
* Identifying new development opportunities through Stakeholder networking & management.

**General Administration**

* Take responsibility for the accurate completion and maintenance of the Service Monitoring Framework and other relevant data frameworks in accordance with the contract requirements
* Either completion or assistance in completing under guidance from the Cluster Manager of the contract KPI recording
* To use computer-based systems to produce, update and maintain records and other documentation within agreed timescales
* To prepare reports as required on activities undertaken with children, young people and families for a range of purposes including reporting on identified outcomes
* Contribute to the development and implementation of a monitoring and evaluation framework to assess the quality, benefit, and impact of the service to CYP, their families, stakeholders and the broader community.

**Policies**

* To work within Ormiston’s mission and values, to working collaboratively to keep children safe, healthy and to build resilience.
* To implement all Ormiston policies and procedures.
* Comply with relevant external standards and Quality Marks.
* Maintaining confidentiality throughout on all issues, complying with GDPR requirements for data protection.
* Comply with internal and external regulations, procedures and other requirements in relation to the organisation, its services and facilities.
* Contribute to the review and development of appropriate policies and procedures and the development of best practice.

**Generic Duties**

* To undertake any other reasonable duty, which is appropriate to the grade when requested by senior staff.
* To be familiar with and comply with all Ormiston Families policies, procedures, protocols, and guidelines.
* To demonstrate an understanding and commitment to the charity’s values.
* You may be required to conduct other tasks based on the business needs.

**Personal Specification**

**Qualifications**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| A qualification, and/or experience in Prison, Criminal justice and/or work with children and families. | Health & Social Care NVQ Level 2 and above |
| Experience of providing professional practice supervision to staff and/or volunteers delivering front line services to people with complex needs. |  |
| Hold a clean driving licence and have access to a vehicle. |  |

**Experience**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| Ability to manage your own and other people’s workload including scheduling, allocating resources to demand, contingency planning, checking quality of work and verifying information recorded’ | Experience of working with prisoners or ex offenders on a 1-1 or group basis in a prison or probation environment. |
| Experience and skills in facilitating play opportunities for children, using knowledge of child development and age-appropriate activities. |  |
| Experience in providing support to families in difficult situations. |  |
| Good knowledge and direct experience of Safeguarding, Child Protection and Prevent policy and practice.  Experience of undertaking risk assessments and risk management planning to ensure that appropriate action is taken to minimise or prevent actual or potential harm to others. |  |
| Evidence of skills in conflict resolution, problem solving and motivational interviewing. |  |
| Understanding, knowledge and application of pro-social modelling including the ability to express empathy and positively affirm individuals and groups of people |  |
| Experience of responding to and implementing quality assurance and performance management frameworks. |  |

**Abilities and Knowledge**

|  |  |
| --- | --- |
| **Essential** | **Desirable** |
| Good understanding and application of equal opportunities and diversity legislation and associated policies. | Experience of planning an evolving programme of appropriate activities to meet the needs of adult offenders and their families with good knowledge of effective direct intervention techniques and practice |
| Evidential skills in partnership building, networking and advocacy to progress Organisational objectives and shared outcomes. |  |
| Good knowledge of Safeguarding theory, policy and practice. |  |
| Good knowledge of health and safety legislation, including carrying out and monitoring risk assessments. |  |
| Good problem solving skills with the ability to manage complex issues, sometimes under pressure. |  |
| Competent in use of MS Excel, MS Word and Outlook. |  |
| A positive professional attitude with the ability to motivate others. |  |
| Having excellent communication skills, both written and verbal, with the ability to communicate effectively to a range of people. |  |

**Professional and Personal Development**

* All staff must ensure that they are aware of their responsibilities by attending mandatory training and our induction programme.
* All staff will have a formal appraisal with their manager at least every 12 months. Once performance/training objectives have been set, the staff member’s progress will be reviewed on a regular basis so that new objectives can be agreed and set, in order to maintain progress in the service delivery.
* All staff will be expected to take responsibility for their own professional development and will be supported to achieve development opportunities as appropriate.

**Health and Safety**

* All staff have a responsibility to maintain the health and safety of self and others within the performance of duties in accordance with health and safety policies, and to undertake specific health and safety responsibilities as directed. All staff have a responsibility to adhere to the risk management policies & procedures.
* All staff are required to contribute to the control of risk, and must report immediately any incident, accident or near miss involving service users, carers, staff, contractors, or members of the public.

**Confidentiality and Information Governance**

* All staff may gain or have access to confidential information about the assessment and/or treatment of service users, information affecting the public, private or work related staff information, or charity matters. A breach of confidentiality will have occurred where any such information has been divulged, passed (deliberately or accidentally) or overheard by any unauthorised person or person(s). Breaches of confidentiality can result in disciplinary action, which may involve dismissal.
* All staff must maintain a high standard of quality in corporate and clinical record keeping, ensuring information is always recorded accurately, appropriately and kept up to date. Staff must only access information, whether paper, electronic or in other media which is authorised to them as part of their duties.
* All staff must ensure compliance with the Data Protection Act 2018 and the UK GDPR.

**Safeguarding: Adults and Children** (Section 11 of the Children Act 2004)

* Every member of staff has a responsibility to be aware of and follow at all times, the relevant national and local policy in relation to safeguarding children and safeguarding adults.
* Safeguarding and DBS requirements for your role:
* Ormiston Families is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all staff and volunteers to share this commitment. DBS checks or police vetting will be required for relevant posts.

**Senior Managers**

* Under Section 11 of the Children Act senior managers have responsibility for ensuring that service developments take into account the promotion of welfare and is informed by the views of children and families; providing training on safeguarding for all staff; recruiting safely; ensuring there is effective inter-agency working and information sharing.



**Freedom of Information (FOI)**

* All members of staff must be aware of their responsibilities under the Freedom of Information (FOI) Act 2000. The Act gives individuals or organisations the right to request information held by the charity. Staff must manage information they hold in such a way that meets the requirements of the Act. All requests for disclosures under the Act must be passed to the Privacy Officer.

**Data Quality**

* The Charity recognises the role of reliable information in the delivery & development of its services and in assuring robust clinical and corporate governance. Data quality is central to this, and the availability of complete, comprehensive, accurate and timely data is an essential component in the provision of high-quality mental health services. It is therefore the responsibility of all staff to ensure that where appropriate, information is recorded, at all times, in line with the charity’s policy and procedures for data quality.
* This job description seeks to provide an outline of the duties and responsibilities of the post. It is not a definitive document and does not form part of the main statement of terms and conditions. The job description will be reviewed as part of the annual appraisal process and will be used as the basis for setting objectives.

**Benefits & Recognition**

**All benefits are discretionary, and Ormiston Families reserves the right to change or amend benefits at any given time.**

**Cycle to Work**

* Cycle to Work allows you to order a new bike, equipment or both up to the value of £1,000 which you can pay back through your salary to make tax savings.

**Annual Leave Entitlement:**

* The basic annual leave entitlement is 27 days plus additional leave for employees who have completed 1 years’ service up to a maximum of 30 days
* Part-time employees receive a pro-rata allowance according to the number of hours they work per week.
* Ability to buy and sell up to 5 days’ annual leave within any leave year. (All leave must be taken within the year it is purchased including any agreed leave brought forward from the previous year.)

**Group Life Assurance:**

* Ormiston Families provides a death in service benefit to up to the age of 70, that includes and covers permanent, fixed-term and as & when contracted employees.

**Occupational Sick Pay Scheme:**

* Ormiston Families operates an occupational sick pay scheme in addition to statutory sick pay.

**Pension:**

* Ormiston Families provides a Group Personal Pension Scheme with up to 9% of gross salary employer contribution for any employee where they match the level of contribution.

**Sponsorship:**

* Ormiston Families provides the opportunity to apply for sponsorship to employees who have completed their probationary period and been in post for at least 12 months to undertake nationally accredited or chartered certification awarded by professional associations.

**Employee Assistance Programme:**

* Ormiston Families provides a comprehensive employee assistance programme which offers free and confidential access to telephone and unlimited video counselling sessions, financial and legal advice, and assistance in finding information about a wide range of subjects from childcare to moving to a new house.

**Employee Discount Scheme:**

* The Hive is a savings platform which can be accessed by employees to make everyday purchases at reduced costs. Employees can save money by purchasing reloadable cards, obtain cashback through online purchases, and make savings in many stores.

**Your Wellbeing:**

* We have trained Mental Health First Aiders who form our Wellbeing Team, promoting mental and physical health. Ormiston Families has also signed the pledge to support our employees going through the menopause in the workplace.

**The Wellbeing Centre:**

* Accessed via The Hive, the Wellbeing Centre provides education, support and tools to help you live a healthier and happier life.

**Pets in the Workplace:**

* We are a dog-friendly employer, which means that from time to time we allow colleagues to bring their pets into our workplaces. If you would like a copy of our Pets in the Workplace policy or would like to discuss this in more detail, please contact our HR team.

**A group of people shaking hands

Description automatically generated with medium confidence**Icon

Description automatically generated

**We build supportive partnerships, communities, and networks**