

## **Volunteer Role Description**

**Distance Learning Course Reviewer**

### **Location**

Cardiff

### **Duration**

7th October 2019 - 30th May 2020

### **Hours**

Half a day per week (hours can be negotiated)

### **About PET**

Prisoners' Education Trust (PET) provide funding for nearly 2,000 men and women with distance learning courses a year in prison in England and Wales. The courses are at levels and in subjects that would otherwise be unavailable in prison environment. Also, our policy and research work helps us to understand the need for and impact of prison learning, as we work to aim to improve prison provision.

In Wales, the Welsh Prison Project (WPP) was established in December 2015 in order to explore ways to enrich and increase the impact of our distance learning courses in Wales as well as developing systems and processes to benefit learners in wider PET structure.

### **Role description**

You will help the WPP review the quality of our distance learning courses in a structured format in order to improve our support for prison learners in England and Wales. Our courses are on diverse topics such as horticulture, counselling, management, and finance courses. Tasks will include course research; collating and entering data as well as communicating effectively within our team.

This position will also provide you with an insight into the work of the WPP, in particular the delivery of Information, Advice and Guidance in the Welsh prisons and the women's prison HMP Eastwood Park.

### **Person Specification**

This role is open to all applicants, including applicants with lived prison experiences, who are older than 18 years old.

We are looking for a volunteer who is:

- experienced in research
- systematic in their approach
- an effective communicator
- a confident IT user



### **Applications**

In order to apply please write to us stating your interest in this role and how you meet the person specification criteria. All applications need to be sent electronically to [volunteering@prisonerseducation.org.uk](mailto:volunteering@prisonerseducation.org.uk)

Applications will be accepted until 20th September 2019. Successful candidates will be informed and invited to have an informal interview w/c 30th September 2019.