



# States of Jersey Prison Governor Candidate Brief

April 2025





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**Chief Officer, Justice and Home Affairs**

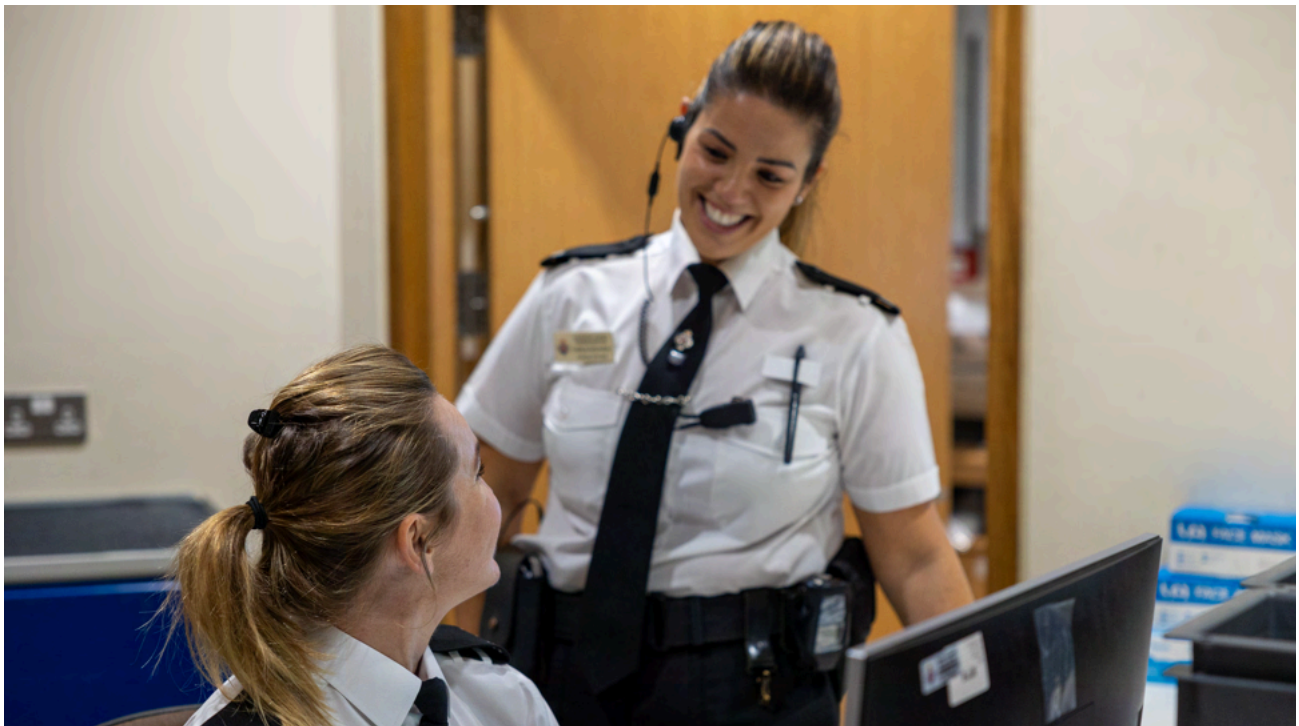
## Help Us Release Better Neighbours

Thank you for your interest in joining the States of Jersey Prison Service.

As Chief Officer responsible for the States of Jersey Prison Service I am proud of our record of public safety and our reputation as a secure community. Whilst progress has been made to improve our prison facilities I am committed to continuing progress and ensuring the Prison Service provides a secure and safe facility where our staff are supported.

The Prison Governor for Jersey is a challenging yet highly rewarding role, offering the chance to make a significant impact on individuals' lives and play a pivotal role in the coordinated delivery of justice in the Island. It will suit an experienced and diligent senior management professional seeking a fresh opportunity with a specific focus on continuing the efforts of reducing reoffending in the island, supporting rehabilitation and reintegrating people into society to release better neighbours.

I hope you find this document informative and I look forward to receiving your application.



## States of Jersey Prison Service

The States of Jersey Prison Service's first duty is to keep islanders safe and Jersey secure. Our vision is for Jersey to be a desirable place to live, work and visit, because people are, and feel, safe.

As a Crown Dependency, we are an Island nation which includes our own Criminal Justice System and one prison.

The Prison Service's mission statement focuses on supporting justice and the safety of the Island by keeping in custody those committed by the Courts. Another key priority is to continue the journey to reintegration and ensuring that reoffending rates are kept to a minimum.

Leading the Prison Service, as well as assisting with smooth daily operations, you will be in the privileged position to influence and be part of people's key life events.

## Island life

Jersey is an island idyllically situated between England and France and offers an excellent work life balance. With history and heritage sites dating back over millenia and food and lifestyle options available for you to enjoy, life in Jersey caters for all.

Islanders enjoy striking scenery, a safe and inclusive society, miles of sandy beaches, high performing schools, an enviable work-life balance, a heritage, political and economic stability, low personal taxes, warm summers and mild winters.

## La Mbye Prison

La Mbye Prison houses an average of 140 prisoners at one time and can provide accommodation for up to 200 prisoners.

The prison can accommodate all types of crime, security category, age and gender of prisoner and provides a safe and secure environment for all who live and work there.

We are committed to reducing reoffending and ensuring prisoners' time at La Mbye is used constructively. Our aim is for people to serve their sentence and, upon release, contribute to society and avoid the risk of committing another crime and returning to prison.

Some of the services and opportunities that are offered to achieve this outcome include educational and vocational courses.

La Mbye Prison is inspected every 4 years, most recently in November 2024 by His Majesty's Inspectorate of Prisons by invitation from the Minister. Day-to-day oversight is provided by the Jersey Independent Monitoring Board.



# The role

The Prison Governor for Jersey is an opportunity to make a significant impact on individuals' lives and play a pivotal role in the coordinated delivery of justice in the Island, focusing on reducing reoffending and supporting rehabilitation.

As Prison Governor you will work with many partners and stakeholders from social to healthcare workers, the UK Prison Service, children services, health professionals and the courts.

## Leadership and Management

The Governor is responsible for managing a diverse team, focused on delivering a safe, secure and respectful establishment, meeting prisoner needs. They will lead, motivate, and develop strong teams delivering these crucial services.

The role involves solving complex issues, from conflict management to improving operational efficiency.

## Social Impact

The Governor's role is integral to maintaining public safety. By ensuring that prisoners are managed effectively and reoffending is minimised, they contribute to the safety and well-being of society as a whole, as part of the Jersey Building a Safer Community Framework.

The way a prison is run can significantly impact prisoners' futures. The Governor will continue to foster a positive and supportive environment that helps people become better citizens and releases better neighbours.

## Making a Difference

The Governor will lead and shape rehabilitation and reducing reoffending activity at the Prison, in conjunction with the Probation Service. This is a priority area of focus following a recent His Majesty's Inspectorate of Prisons Inspection. There is a good culture of rehabilitation rather than punishment, and all prison staff play a key role in reducing reoffending and helping individuals reintegrate into society.

The States of Jersey Prison is continually improving and evolving, whilst also responding to recent Inspectorate recommendations and delivering best practice in the Prison. The Governor will lead progressive changes to continue to improve conditions, enhance the regime, and ensure that prisoners are treated with dignity while they serve their sentences.

## Personal and Professional Growth

The Governor has responsibility as Head of the Prison Service as well as Governor of the establishment, and therefore the role contains broader elements such as developing strategic plans for the Prison Service, briefing Ministers, and representing the Prison Service in a range of Government and criminal justice system meetings. The nature of the job is demanding, requiring resilience, diplomacy, and emotional intelligence.



## Key Responsibilities:

1. Accountable for the Jersey Prison Service, to deliver strategic and operational service objectives in line with the Prison Service and overall Justice and Home Affairs vision. Ensuring the Service is equipped to deal with future challenges, including following best practice guidance, initiating change, and contributing towards law drafting instructions as necessary to give effect to such policies.

2. Accountable for the effective and efficient performance and development of the Senior Management Team (SMT), valuing the positive contributions of staff.

3. Provide advice, guidance, and support to the Chief Officer for Home Affairs (as Accountable Officer) and to the Minister for Home Affairs, to enable the effective discharge of the Minister's statutory obligations under the Prison (Jersey) Law, 1957 and other relevant Laws, Regulations and Rules. Keeping abreast of changes to International Conventions, Agreements, Legislation and developments in penal affairs in order to determine the impact on the Minister's areas of responsibility and advise on actions required where appropriate.

4. To ensure an efficient and effective service which sets and achieves business planning targets and benchmarks that are consistent with the overall aims of the Government Plan, conducting inspections and audits to monitor progress, support continuous improvement and delivery.

5. Lead and implement corporate and departmental change programmes, strategies and activities, working closely with key partners and colleagues across the Government of Jersey, promoting commercial revenue activities and business engagement, encouraging a learning organisational culture focused upon improvement and high performance in line with one government principles.

6. To identify and address serious offending behaviour using accredited programmes to reduce the likelihood of re-offending, including working in partnership with the Probation Service and other agencies in support of reducing reoffending and integrated offender management strategies.

7. To ensure the Prison Service operates efficiently, managing the budget allocation in compliance with relevant Financial Directions and keep the Accounting Officer apprised of any significant developments.

8. To ensure that good systems and processes are in place to manage threats to the security and safety of the establishment and to individuals therein (staff, prisoners and visitors). Ensuring fair and transparent processes and governance are in place to address breaches of policy, rules and regulations by staff and prisoners.

9. To represent the Prison Service and/or Justice and Home Affairs as required in relevant forums, contributing towards corporate planning, policy and strategy development of the Department and public services as a whole, whilst maintaining harmonious and professional working relationships with all key stakeholders and partners (e.g. Independent Prison Monitoring Board, the States of Jersey Police, the Jersey Customs and Immigration Service and the Jersey Probation & After Care Service).

10. To ensure professional and effective communications with the media as appropriate or as directed by the Minister for Home Affairs and or the Chief Officer for Justice and Home Affairs.

11. Accountable for providing active leadership regarding health and safety across the service. Responsible for including health and safety in everyday business practice and providing the necessary resources and capability for managing health and safety risks so far as is reasonably practicable.

12. Accountable for ensuring the service builds an inclusive workforce which considers the diversity of the community we serve to ensure the Jersey public services effectively delivers and supports the Island of Jersey.

13. Accountable for the budgets allocated to functions and the effective and efficient use of resources to ensure the security of establishment



# Person Specification:

## Statutory Responsibilities:

Statutory obligations under the Prison (Jersey) Law, 1957 and 2007 and other relevant Laws, Regulations and Rules.

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

## Required qualifications:

The job holder must have either been successfully accredited at the Senior Operational Manager (SOM) assessment or been successfully accredited by passing the Governor Assessment Centre (GAC), or should be at an advanced stage of completion.

The job holder must also have passed the Deputy Governor & Governor Incident Management Silver Command (IMSC) Assessment

A recognised qualification in leadership, management or business-related field, ideally at level 7.

## Experience:

Must have proven, demonstrated experience in leading strategically, ideally at Governor-in-charge level, demonstrating a good breadth of differing, complex management experiences at a senior level. Experience of working directly with and for Ministers and /or senior stakeholders, anticipating issues and requirements and providing authoritative, convincing, and well-informed advice.

Experience of delivering and sustaining a transforming culture that meets the needs of, and engages with customers and staff within an inclusive, open, and high-performing environment

Demonstrable track record of leading, motivating and managing teams to achieve significant sustainable service improvements and outstanding results, meeting financial and performance targets and objectives.

## General Skills / Attributes:

Excellent leadership, strategic management, and interpersonal skills. The ability to lead and motivate employees through change, whilst delivering on departmental objectives, in line with the overall vision is desirable. Must demonstrate a very high level of personal resilience and the ability to lead and inspire others during challenging situations, whilst also demonstrating compassion where appropriate.

High level of political judgement, related with the ability to comprehend multi-strand, technical and highly complex information, which can be sensitive, controversial, and often politically contentious having island-wide implications is desirable.

Excellent interpersonal, negotiating and influencing skills is required, sometimes at a very senior level to build relationships, which have been developed through experience and training.

Excellent communication and media skills to allow for clear messages of guidance especially at a time of emergency / crisis is desirable.

Ability to apply critical thinking and a high level of judgement, applying this insight in a practical and engaging manner with the ability to make 'the right choice', often under pressure, where there is not a simple, or single option.

Capacity to apply creative and business-like approaches to managing organisational performance and the delivery of cost effective and efficient outcomes.

## Knowledge:

Knowledge of budgetary and resource management

Extensive specialist knowledge and expertise in the field of prison leadership at a strategic level.

Knowledge of employment legislation, financial directions, people leadership policies relevant to the leadership of a key public sector body would be desirable.

Strong knowledge of legislation relevant to Prison Services.

Clear understanding of the requirements of the HMIP and IPCO frameworks.

Clear understanding of the requirements for the prison relating to OFSTED and CQC inspections would be desirable.

## Person Specification continued

### Safeguarding Responsibilities:

Experience in having responsibility for safeguarding vulnerable adults and children.

Desirable to have experience of safeguarding for mentally ill prisoners (which is important in the absence of a secure hospital on island) and dealing with those at risk of suicide /self-harm.

### Technical /Work-based Skills:

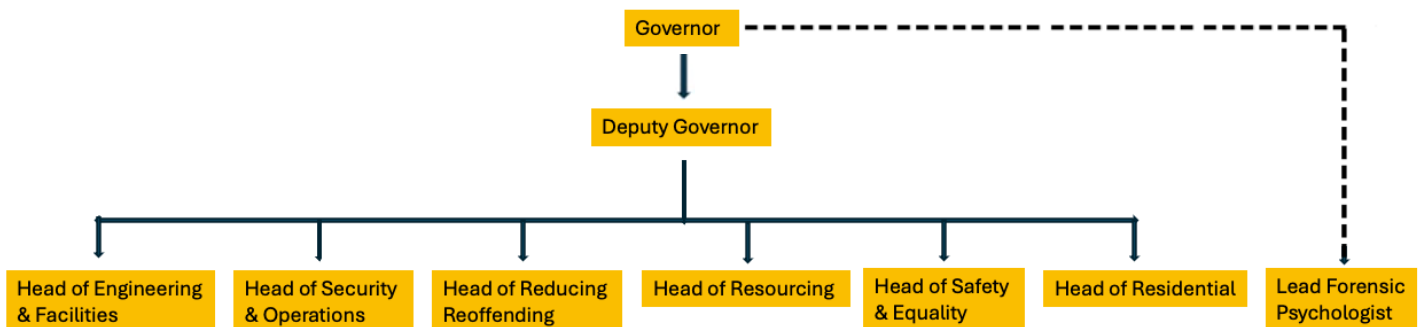
Experience and understanding of reducing reoffending, rehabilitation and an understanding of the political environment

Ability to take a risk-based approach, to be able to inform and influence decisions and shape policy and legislation, and to direct and prioritise resources.  
Ability to interpret complex prison related legislation is desirable.

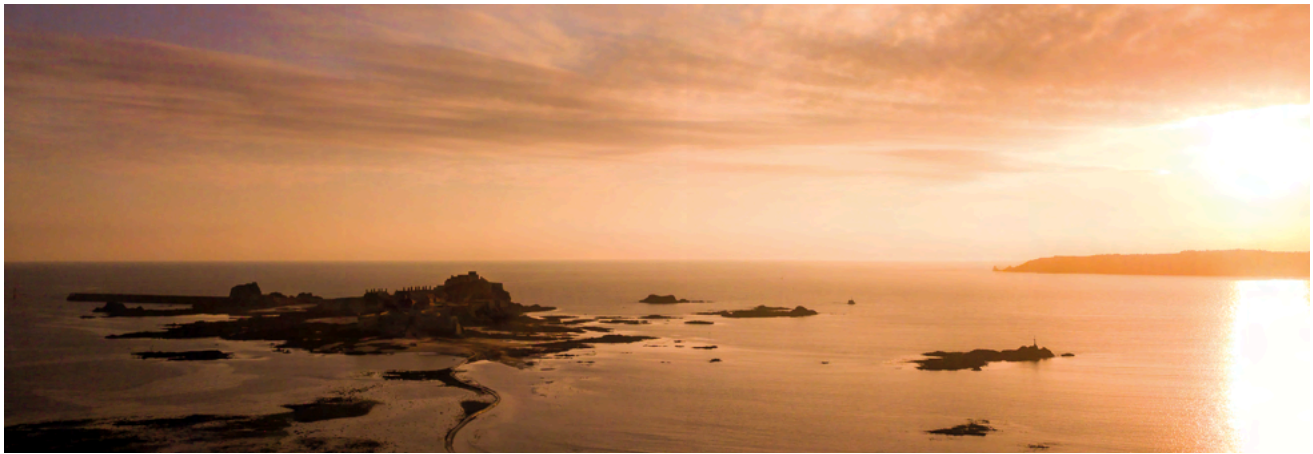


***A full job description is available upon request from  
Galenby Sanderson***

## Organisational Chart







# How we support you

Step into a beautiful natural environment where safety and inclusivity thrive and where miles of sandy beaches beckon during warm summers and mild winters.

## How we help you relocate

Should you be offered and accept a role with the Government of Jersey our relocation to Jersey package includes:

### Familiarisation visit

We will provide flights and accommodation for you, your partner, and dependent children to visit Jersey. This includes up to two nights (bed and breakfast) for one visit, with property viewings arranged by our relocation partners. Booking must be through our preferred travel provider.

### A one-off relocation payment of £5,000

For more information about further relocation policy detail please contact the Recruitment team via [resourcing@gov.je](mailto:resourcing@gov.je)

## Relocation support

To help you move to Jersey and start your employment with us, we will provide and pay for the full cost of your removals to the Island, in line with what is eligible for removal. This needs to be taken within 12 months of your employment start date.

We will also pay for the cost of travel to the Island, at the time of your relocation - for you, your partner and any dependants. If you are relocating a car to the island, it is at this point that you should relocate it, travelling by ferry with the car.

We will also provide you with practical relocation support through our relocation partners. This will include support in finding a home and sorting the administration of your move. All of which is part of our welcome and an introduction to the Island. We want to make your relocation as easy as possible for you. There is no charge for this specialist support which has a menu of packages based on your individual circumstances.

## Accommodation support

The Governor's House (4 bedrooms with sea views) is available for the role incumbent at market rate. The property is located on site. Candidates have the option to rent locally also.





## Terms of Employment

- 3 year fixed contract based in Jersey
- Salary: £137K plus pension (employer contribution: 16%, employee contribution: 10.10%)
- Comprehensive relocation package
- 31 annual leave days + public and bank holidays

## Schedule:

**Launch date:** 1 April 2025

**Application deadline:** 5 May 2025

**Shortlisting:** 23 May 2025

**Interviews and familiarisation visit:**  
5 & 6 June 2025

## How to apply

Government of Jersey are working with leading public sector specialist recruiters, Gatenby Sanderson, on this key appointment.

To apply for this post, you will submit your application no later than 23.55pm on Monday 5th May 2025. All applications must be submitted using the following [link](#).

You will be asked to submit the following:

1. A CV setting out your career history, with key responsibilities and achievements. Please ensure you have provided reasons for any gaps within the last two years.
2. A Statement of Suitability (no longer than three pages) explaining:
  - a. Your motivation for applying for this role.
  - b. How your knowledge, skills, experience and personal attributes meet the criteria specified in the pack.
  - c. Your reflections on how you would lead and deliver an increased focus and engagement with prisoners, in order to reduce reoffending and improve rehabilitation.

All candidates are warmly encouraged to submit both documents so the panel has full information upon which to assess your application. Please ensure both documents contain your full name. In addition, you will be asked to complete diversity declarations through the online application system.

Should you encounter any issues with your online application or are unable to apply online please contact [devon.coates-leaning@gatenbysanderson.com](mailto:devon.coates-leaning@gatenbysanderson.com)

For a confidential discussion please contact: Sophie Hester, [sophie.hester@gatenbysanderson.com](mailto:sophie.hester@gatenbysanderson.com)