**Role description for Prison Co-ordinator:**

1. To work with the Diocese MU in conjunction with the A&O Coordinator and Trustees to support families in adversity.
2. To work with staff in both Birmingham and Swinfen Hall prisons to carry out this work as needed and as appropriate in the situation.
3. Liaise with Diocesan Treasurer and Trustee to ensure that appropriate budgeting and financial procedures are adhered to in regard to prison accounts. Prepare and submit accounts as needed for expenditure.
4. Hold regular co-ordination meetings with MU members involved with prison work to ensure they are aware of activities in both prisons, and to ensure A/O coordinator is aware of these.
5. Liaise with appropriate staff in both prisons including chaplaincy, other staff and security with respect to;

* Provision of Christmas cards for both prisoners and visitors
* Provision and distribution of suitable gifts for children at Christmas
* Provision of other items as needed for work with children, baby wipes, craft activities, play items etc
* In Swinfen Hall prison maintenance and running of crèche for visiting children in visits room during the week including helping with organisation of regular Dads and Family visits
* In Swinfen Hall provide support for bereavement work with prisoners
* In Swinfen Hall provide support for the Being Dad course
* In Swinfen Hall provide support for the Make a Book work
* Distribute Swinfen Hall monthly prayer letter as needed

1. Be aware of prison regulations with respect to our voluntary work and ensure these are adhered to
2. Work with other voluntary prison workers to ensure cooperation and coordination of activities
3. Inform about prison activities to MU branches as requested