

# Unlocked

# ASSESSOR INFORMATION PACK

**November 2023 – March 2024**

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[unlockedgrads.org.uk](https://unlockedgrads.org.uk)

020 3949 4750

[hello@unlockedgrads.org.uk](mailto:hello@unlockedgrads.org.uk)

Charity No: 1187552 | Company No: 11448853

## About us

Unlocked Graduates is a ground-breaking scheme which hires top graduates and career changers to work in prisons as officers for two years, focusing on breaking cycles of re-offending. Participants will also engage in rigorous training and leadership development throughout the programme and work towards a master's qualification. The skills they learn will propel them into leadership roles in a range of sectors when they complete the scheme.

## About the role

We are looking for a team of assessors to support the Recruitment team with this year's assessment centres, starting October 2023. Your role as an assessor will be key in selecting the best candidates to join Unlocked Graduates and make an impact as prison officers over the course of the two-year programme.

This year we will be running all our assessment centres virtually so you will need to have a quiet working environment in your home as well as a laptop and good WiFi.

We are looking for those who have worked in the prison system and/or are experienced recruiters to apply.

If you are working freelance, the pay rate is £200/day.

The selection process for candidates wishing to join the Unlocked Graduates programme is as follows:



## Assessing at assessment centres

The activities that are assessed at the Assessment Centre include an interview, practice scenario and group exercise. All candidates are assessed according to our core attributes. We will run one assessment centre a week over a four-month period and expect assessors to commit to a minimum of **four** dates each.

In order to fulfil this role, you will need to:

- Be available for at least four of the required assessment centre dates (see provisional dates below) plus online training afternoons (October 2023 and January 2024)

- Have effective time management and organisational skills
- Be competent in decision-making and have the ability to weigh up the pros and cons of a situation
- Be able to articulate an evidence-based argument clearly
- Have an open mind and non-judgemental approach
- Be adaptable to last-minute alterations that may take place
- Always maintain a professional demeanour and be confident in making candidates feel at ease

As an Assessment Centre assessor, you will undergo training for the role and be observed by the Recruitment team on a regular basis to ensure consistency and the effectiveness of the process.

## Desirable skills and knowledge

We would like applications from those who have some or all of the following:

- Knowledge of the criminal justice system
- An understanding of the prison officer role
- Experience in selecting and recruiting candidates
- A passion and enthusiasm for our vision as an organisation
- Previous experience in training or assessment
- Knowledge of the graduate recruitment cycle
- Experience in assessing candidates according to a competency matrix

## Assessment Centre Dates 2023-24

2023

- Wednesday 1<sup>st</sup> November
- Thursday 9<sup>th</sup> November
- Tuesday 14<sup>th</sup> November
- Friday 24<sup>th</sup> November
- Thursday 30<sup>th</sup> November
- Wednesday 6<sup>th</sup> December
- Thursday 14<sup>th</sup> December

2024

- Thursday 11<sup>th</sup> January
- Friday 19<sup>th</sup> January
- Wednesday 24<sup>th</sup> January
- Tuesday 30<sup>th</sup> January
- Thursday 8<sup>th</sup> February
- Wednesday 14<sup>th</sup> February
- Tuesday 20<sup>th</sup> February
- Thursday 29<sup>th</sup> February
- Wednesday 6<sup>th</sup> March
- Tuesday 12<sup>th</sup> March

## How to express interest and apply:

If you are interested in the assessor role, please complete [this form](#): by 23:59pm  
Sunday 27<sup>th</sup> August 2023