

# Unlocked Assessment Centre Assessor

Application Pack

Friday, 02 October 2020



## 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 virtual assessment centres, starting November 2020. 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 of 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 experience of the prison system and/or are experienced recruiters to apply.

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



## Assessing at Assessment Centre

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 three 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 a minimum of four of the required assessment centre dates (see provisional dates below) and a training day in early November (date TBC)
- 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.

If you are currently working full-time in the prison service, you will attend assessment centres as part of official duties and we are happy to support you in getting permission for this from your establishment.

If you are working freelance or this is your only job, the pay rate is £200/day.

## Provisional Assessment Centre Dates 20-21

Thursday 12<sup>th</sup> November 2020  
Thursday 19<sup>th</sup> November 2020  
Tuesday 24<sup>th</sup> November 2020  
Monday 30<sup>th</sup> November 2020  
Friday 4<sup>th</sup> December 2020  
Wednesday 9<sup>th</sup> December 2020  
Tuesday 15<sup>th</sup> December 2020

Wednesday 6<sup>th</sup> January 2021  
Tuesday 12<sup>th</sup> January 2021  
Friday 15<sup>th</sup> January 2021  
Thursday 21<sup>st</sup> January 2021  
Monday 25<sup>th</sup> January 2021  
Friday 29<sup>th</sup> January 2021

Wednesday 3<sup>rd</sup> February 2021  
Tuesday 9<sup>th</sup> February 2021  
Friday 12<sup>th</sup> February 2021  
Thursday 18<sup>th</sup> February 2021  
Monday 22<sup>nd</sup> February 2021  
Friday 26<sup>th</sup> February 2021

## Desirable skills and knowledge

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

- Experience of the criminal justice system (through work or as an ex-prisoner)
- 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 judging candidates according to a competency matrix

## To make an application

In order to apply for the assessor role, please complete [this application form](#) explaining why you are interested in this role and how you meet the criteria to maria.donovan@unlockedgrads.org by Monday 12<sup>th</sup> October.