

# Unlocked



## ASSOCIATE TRAINER (SUMMER INSTITUTE)

**Job application pack**

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

020 3949 4750

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

Charity No: 1187552 | Company No: 11448853

# ASSOCIATE TRAINER (SUMMER INSTITUTE)

<b>Salary</b>	£12.95-£14.95 per hour dependent on experience.
<b>Target</b>	Unlocked Ambassadors who are no longer operational OR individuals who have lived experience of the criminal justice system
<b>Hours</b>	Full-time/flexible options available
<b>Location</b>	Leeds. (With 2 days initial training in London)
<b>Contract</b>	Up to nine weeks (Mon-Fri) between 5 <sup>th</sup> July and 10 <sup>th</sup> September 2021
<b>Closing date</b>	Rolling Deadline

## The organisation

Unlocked Graduates is an award-winning charity which exists to break cycles of re-offending by developing outstanding individuals to lead rehabilitation in prisons and throughout society.

At the core of our mission is a leadership development programme that brings top graduates into prisons to work as frontline prison officers for two years. This programme includes mentoring, work placements in partner organisations and a fully-funded Master's degree, all of which they take part in while taking on the full duties of a frontline prison officer.

The project grew out of a recommendation in the Coates' Review of prison education. Participants are selected through a rigorous and competitive recruitment process which is raising the profile of the prison officer role. Last year the scheme was ranked 36th in the Times Top 100 Graduate Employers list.

Once a year Unlocked holds a Summer Institute (SI), this is the Unlocked version of the Prison Officer Entry Level Training (POELT). Beyond operating, a secure, safe and decent establishment, our training adopts a holistic approach to supporting individual desistance. During SI, our trainee participants receive 38 days of training across the seven weeks, which includes five shadowing days, content for their Master's, the standard POELT material as well as Unlocked additional content. Essentially, the Unlocked and Master's degree sessions cover a wide range of topics that we feel will enable our participants to be the best prison officer they can possibly be and to support individuals in desisting from crime in the most effective way.

## Diversity

The communities that we exist to serve are diverse, and to thrive in our work towards our mission, we must be too. We believe that diversity not only makes for a stronger team, but should also be celebrated. We therefore aim to create a workplace that is

welcoming for all, inclusive of ethnicity, disability, age, religious belief, marital status, pregnancy, sexuality or gender.

We are also keen to see more applications from people who have been in prison. To remove bias where possible, we blind assess candidates for interview based on their relevant skills, qualifications or experience.

## The role

This role is an exciting opportunity to be part of our new participants' initial prison officer training. Associate Trainers will primarily support in the classroom, using their experience of the criminal justice system to increase participants' understanding of prisons and those held in custody.

Alongside supporting in training sessions, you will work with some of our Mentoring Prison Officers (MPOs) and Summer Trainers to guide a group of participants as they make rapid progress towards becoming excellent officers at our Summer Institute.

You will also play a key part in the logistical delivery of SI, assisting with setting up the training spaces, supporting with equipment and resource management and playing an active part in supporting our practice-based learning sessions.

See "A day in the life of an Associate Trainer" section below for more details of the role.

## Dates

Ideally, you would join us for the full project length of nine weeks. This consists of two weeks of staff training followed by Summer Institute.

We recognise that your availability may be constrained by other job commitments or pre-booked leave. We'd still be keen to hear from you if you cannot do the whole nine weeks. Doing the role part-time is also possible.

## Key responsibilities

### Training

- Model and promote Unlocked Graduates values and mission throughout all training.
- Work alongside other staff, co-deliver training activities including teaching sessions, facilitating discussions and supporting scenarios and practice activities.
- Take on board feedback given about your sessions to improve your delivery.
- Take part in formative peer observations to support colleagues in improving their practice.

### Support and tracking

- Work with our MPOs and Summer Trainers to guide a group of participant trainees as they make rapid progress and become excellent officers at our Summer Institute.

- Work with other staff and stakeholders at Summer Institute to identify support needs.
- Observe and monitor participants' progress in line with organisational expectations and feed this into the Unlocked Graduates tracking system.
- Report where participants display a cause for concern in line with the Unlocked Graduates reporting procedures.

## Assessment

- Provide formative feedback in sessions to support participants to improve rapidly.
- Support assessment of participants' practical skills in summative assessments.
- Document participants' practical skills reliably and consistently.

## Programme and event delivery

- Manage the study environment; distribute and set up equipment, materials and IT equipment.
- Ensure teaching and practice areas are regularly checked.
- Support set up and pack down of the training facility and set up of specific event logistics.
- Provide ad hoc additional support to the delivery team on a rota basis.
- Support delivery of social/networking/wellbeing events including taking the lead to run evening events sharing your experience and expertise with participants.

## Person specification

The successful candidate will be passionate about Unlocked's mission and model and be able to demonstrate the following skills and experience.

## Knowledge and experience

- Awareness or experience of different prisons or criminal justice settings gained either by professional or lived experience.
- Practical understanding of desistance from crime and changing behaviour and choices and an understanding of the role of the prison officer in reducing reoffending.
- Experience of effectively managing a varied workload with competing priorities.

## Characteristics and skills

- Excellent verbal communication skills.
- Good at relationship building and creating a trusting environment.
- Optimistic and motivated, with a positive outlook
- Organised and methodical
- Good presentation and facilitation skills
- Sound observation skills and judgement of other's strengths and areas of improvement.
- Able to work with minimal supervision in a high-pressured environment and take the initiative when things go wrong.
- Reflective self-improver who is keen to use feedback and training to develop.

## Desirable

- Teaching or training experience, preferably to colleagues and/or service users.

## Other requirements and logistics

You will need the right to work in the UK and be based in or willing to relocate to Leeds, spending Monday to Friday at our Summer Institute residential training. Accommodation and food are provided and you can claim back travel expenses.

## To apply

To apply, please [click here to go to our blind recruiting tool, BeApplied](#), where you will need to fill in a short application form and upload a CV. *Please note:* to ensure we blind assess applications, the CV will not be reviewed initially. This will only be reviewed for any applicant making it to interview stage.

If you would like to have an informal and confidential discussion about the role or about the process, please contact: [marsha.mattis@unlockedgrads.org.uk](mailto:marsha.mattis@unlockedgrads.org.uk).

## Timings

**Closing date:** Rolling deadline. (Application closed for any participants or ambassadors who are currently operational and therefore wish to join unlocked on a secondment during SI).

**Interviews:** Rolling interviews starting from mid-April.

Due to the current Covid-19 restrictions, all interviews will take place via video call. A final round interview may take place in person, if possible.

For more information about Unlocked please visit our [website](#).

## A day in the life of an Associate Trainer

- **7am – Classroom preparations** – ensuring your classroom is set-up ready for the day. This includes ensuring the space is tidy, the IT equipment is working and that all the necessary equipment, materials, paperwork and stationery required for sessions that day is in the classroom.
- **8am–12 pm - Classroom participation** – this ranges from delivering training to the participants to actively partaking in group discussions. You will take an active role in the classroom, joining different groups and helping them to generate healthy ideas, pairing up with participants where there are odd numbers and feeding back to the wider group where participants have made some key points. Whilst in the classroom, you will also be observing the class to identify strengths and weaknesses in the participants, challenging viewpoints where required as well as answering questions and volunteering any information that can help enhance the learning of the participants.
- **1pm– 4pm - programme delivery** – on an ad hoc basis you could be assigned to the programme delivery team to assist with tasks such as preparation of equipment/materials for practice/scenario sessions, set-up or set-down of the training facilities, organisation of paperwork required for sessions.
- **4pm – 4.30 pm – participant reporting** – during each day, you will be required to report on your observations about the participants by feeding this into the Unlocked Graduates tracking system. You should include things that you were impressed by, any reasons why the participant stood out (e.g. their attitude, involvement in group discussions, their passion), any concerns, or anything that you may have had to challenge.
- **5pm – 5.30pm – practice scenarios** – participants will be divided into groups and given a scenario in order to practise and integrate multiple skills that they have been learning during Summer Institute. You will support with the scenarios either by role playing the part of a prisoner or prison officer, or by helping deliver the activity to ensure that it runs smoothly. You will also be involved in providing feedback on good or poor practice.
- **5.30pm and after** – most evenings will be free, however, you are welcome to join any social activities organised for the participants. One evening a week you could be asked to lead a Q&A session for participants to enable them to gain a better idea of the role of the prison officer or experiences of the prisoner; this is also a chance for you to share any tips or advice that can help them in their journey.