

Information pack

ASSOCIATE TRAINER ROLE



February 2020

Unlocked

Associate Trainer

Closing date	Monday 16th March 2020 at 12 noon
Location	Leeds
Hours	Full time, with flexible options available
Contract	Up to nine weeks between 6th July 2020 and 4th September 2020.

About Unlocked

At Unlocked we believe that prison officers are the rocket scientists of the public sector. They are frequently working with people who other professionals have repeatedly failed to reach, and who everyone else has given up on. Of all the individuals who work inside prisons, it is prison officers who spend the most time with prisoners and who have the most access to them. We believe prison officers need to be the best trained of any frontline public sector worker, so they can effectively support prisoners to desist from future offending.

As someone with lived experience of the criminal justice system, you have the experience and commitment to improving prisons which will help our next cohort of participants to develop and grow.

The role

We are recruiting Associate Trainers to work at Summer Institute (our initial training for prison officers on the Unlocked scheme). Summer Institute is a seven-week residential held at Leeds Trinity University. We will be training over 100 graduates – some recent and some career changers – who all share a commitment to the Unlocked mission of reducing cycles of reoffending by working on the frontline in prisons.

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 shepherd and guide a group of participants as they make rapid progress towards becoming excellent officers at our Summer Institute.

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.

Pay

You will be paid as a sessional worker at £10.75 an hour. Accommodation and meals are provided, and you can claim back travel expenses.

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Key responsibilities

Training

- Model and promote Unlocked Graduates values and mission throughout all training.
- Work with other staff to co-deliver material.
- Manage the study environment, set up materials and take part in learning activities to support participants' engagement and understanding.
- Lead a varied set of activities, from discussions to scenarios.
- 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

- 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.

Tracking

- 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 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.

Person specification

Knowledge and experience

- Awareness or experience of different prisons or criminal justice settings
- Practical understanding of desistance from crime and changing behaviour and choices

Characteristics and skills

- Committed to the mission of reducing cycles of reoffending
- Excellent verbal communication and relationship-building skills
- Able to manage expectations, be persuasive, and find solutions to problems
- Sound judgement of strengths and areas for improvement
- Purposeful, driven and motivated
- Optimistic and positive outlook
- Able to work in a high-pressured environment and take the initiative when things go wrong
- A reflective self-improver

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To make an application

To apply, please fill in the Expression of Interest form accompanying the job description.

Send your application to programme@unlockedgrads.org.uk with the subject line 'Associate Trainer Application'.

If you would like to have an informal and confidential discussion about the role or about the process please contact programme@unlockedgrads.org.uk.

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Interviews: We will conduct interviews on a rolling basis, so it is in your interest to apply sooner rather than later.