

# Unlocked

# JOB APPLICATION PACK

## Development and Partnerships Manager (maternity cover)

October 2020

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# DEVELOPMENT AND PARTNERSHIPS MANAGER (MATERNITY COVER)

Reports to	Director of External Relations
Management responsibility	Partnerships and Programmes Officer
Closing date	18th November, midday
Salary	£35,000 - £45,000 (dependent on experience)
Hours	Full time
Location	London, EC4Y (currently remote)
Start date	December 2020
Contract	12 months maternity cover

## About us

Unlocked Graduates is an award-winning charity organisation that exists to break cycles of reoffending.

At the core of Unlocked Graduates is a leadership development programme that brings top graduates into prisons to work as frontline prison officers for two years. The project grew out of a recommendation in the Coates' Review of prison education.

This work forms part of a rich leadership development programme that 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.

After an early incubation with charity and social business Catch22, Unlocked is now an independent registered charity and has ambitious fundraising targets for the next 12 months.

## Our mission

The aim of Unlocked Graduates is to break cycles of re-offending by developing outstanding individuals to lead rehabilitation in prisons and throughout society.

## The role

The purpose of this role is to take the lead in developing relationships with funders and increasing Unlocked's impact across the criminal justice sector. This is a varied and interesting remit that works with a range of stakeholders and teams both internally and externally.

Working closely with the External Relations Director and Chief Executive, the person in this post will drive a wide-ranging fundraising strategy that spans trusts and foundations, businesses and individual donors. This will involve developing and maintaining a funding pipeline; compiling high quality funding applications based on our strategic priorities; and developing and maintaining strong relationships with a wide range of donors and potential donors.

They will also lead on relationship management with organisations, stakeholders and Unlocked Ambassadors (the community of individuals who have successfully completed the programme). This will include overseeing our work placement programme, working with external speakers and developing our corporate partnerships.

We are committed to attracting and recruiting the most talented individuals to work at Unlocked. We believe that diversity makes for a stronger team and we are actively seeking to diversify and to create a workplace that is welcoming for all, regardless of ethnicity, disability, religious belief, sexuality or gender. We particularly welcome applications from people who have been in prison. We blind assess candidates for interview based on their skills, qualifications and experience.

As this is a maternity cover contract, we would also welcome applicants looking for secondment opportunities.

## Key accountabilities

### Development

Undertake systematic research to develop a pipeline of potential funding sources and new funding initiatives as they emerge, with a particular focus on charitable trusts and individual donors.

- Lead on researching, developing and writing all funding applications.
- Proactively drive a wide range of creative donor recruitment activities including events and prison visits.
- Working with teams across Unlocked to identify fundable projects to further mission and improve participant experience.
- Work with the Finance and Operations team in the production of the annual pipeline and annual income budgets.
- Manage Unlocked internal Innovation Fund which distributes fundraised income to frontline projects in prisons.

### Partnerships and network building

Develop relationships across the criminal justice and corporate sector to enhance Unlocked's impact and reputation. This work is focused on relationships that can

benefit and amplify the frontline work of current participants on the programme as well as our Ambassador community and includes:

- Working with our corporate partners to develop new engagement streams for recruitment and programme activities.
- Overseeing the work placement programme and managing senior relationships for the most high-profile placements.
- Working with external organisations to provide development opportunities for Unlocked ambassadors.
- Overseeing the work of the Partnerships and Programmes officer as they develop the Ambassador community.

## Person specification

### Knowledge and experience

- Demonstrable fundraising experience with a proven record in securing income from trusts, individuals and corporates.
- Strong network-builder with experience identifying engaged individuals and organisations (including non-traditional sources) through research and making successful bespoke approaches and asks.
- Excellent written communication and presentation skills and an ability to communicate with a wide range of people.
- Line management experience.
- Good numeracy skills and experience of finance to be able to work with the finance team in devising project budgets and funding claims.
- Computer literate, especially in the use of Microsoft, and an ability to use databases (such as Salesforce) to record donor information and to analyse income.
- Sound knowledge of Charity Law, Data Protection legislation and the Institute of Fundraising Code of Practice. (Desirable)
- An understanding of or interest in the criminal justice system and/or similar graduate recruitment programmes. (Desirable)

### Characteristics and skills

- Strong belief and enthusiasm for Unlocked Graduates' aims and mission.
- Exceptional interpersonal skills, with the ability to build strong relationships internally and externally.
- Methodical, organised and able to work across multiple workstreams simultaneously with attention to detail.
- Ability to work on own initiative and prioritise workload in a busy team environment.
- Sound analytical skills with the ability to make critical judgements and take decisions.
- A team player, who is willing to deliver practically on the ground and be hands-on.
- Regularly evaluates own performance to build on strengths and identify areas to improve.

## Other requirements

- Right to work in the UK.
- Willingness to travel within the UK – including overnight stays, evening events and weekend work. (At the moment of course, most activities are taking place remotely. We did run in-person summer training because we are delivering this training for keyworkers but obviously with all necessary safeguarding procedures in place for staff).

## To make an application

To apply, please follow this [link](#) where you will need to fill in a short application form and upload a CV. **Applications will be blind-assessed and scored to identify shortlist candidates with CVs only used as background for the interview stage.**

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

### Timetable (subject to change)

**Closing date:** 18th November 2020 at midday

**First round interviews:** 20th and 23rd November 2020

**Second round interviews:** tbc

Please let us know if you will have any limits on your availability during this time. At the moment we plan to run the majority of this process remotely but, depending on Government guidance, may try to meet in person for the final stage.

For more information about Unlocked Graduates please visit our website.