

Unlocked

JOB DESCRIPTION

Development and partnerships coordinator

January 2022

DEVELOPMENT AND PARTNERSHIPS COORDINATOR

Reports to	Development and partnerships coordinator
Closing date	Tuesday 15th February, midday
Salary	c. £25,000 dependent on experience
Hours	Full time
Location	London, NW1 2DX (office based / hybrid)
Start date	ASAP
Contract	12 months initial contract (with possibility of extension)

About us

Thank you for your interest in Unlocked Graduates, and the role of Partnerships and Development coordinator.

Unlocked Graduates exists to break cycles of reoffending, with particular focus on breaking the link between disadvantage and reoffending. Currently prison is not a place which successfully does this: the average prisoner has 16 previous convictions and 48 percent of prisoners reoffend within a year of release. This is the problem which Unlocked Graduates exists to fix.

Prison officers are the agent of change for many prisoners. Of all the staff in prisons, they spend the most time with prisoners, they set the prevailing culture in prison, and we know that the most effective prison officers have a hugely positive impact on prisoners. Unlocked Graduates develops outstanding individuals to lead rehabilitation, and in doing so raises the status of the prison officer and makes the frontline of prisons a place where cycles of reoffending can be broken. So far we have successfully recruited, trained and placed over 500 excellent graduates into prisons across the country. We are listed in the Times Top 100 Graduate programmes and feedback on our participants has been extremely positive: they are doing a great job.

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

This role at Unlocked plays a vital part in the development of both our fundraising and external partnerships activities.

Our fundraising activities are currently built around a group of committed, engaged funders. We want to expand our fundraising activities in line with our strategy to develop key strands of our work such as our 'ambassador programme' for those successfully completing the Unlocked programme.

This role will provide essential research and administrative support to maintain positive funder and partner relationships, ensuring high quality monitoring and reporting, as well as organising prison visits and events.

Alongside this, the role will support the development of our partnership pipeline through researching and identifying new opportunities and in collaboration with colleagues help to develop and deliver attractive partnership proposals.

Critical to our mission and impact is forging meaningful links between prisoner officers at the frontline and external partners that will enable them to amplify their impact. This includes corporates who can offer engaging work placements, allowing prison officers to gain new insights, through to criminal justice charities who may not realise how much frontline officers could support their work.

Our partners already include a range of corporate organisations such as PWC, Clifford Chance & KPMG as well as other charities working in the criminal justice sector. They support our work by providing a variety of pro bono support and volunteering, access to work placements for our participants as well as funding.

We are seeking to build on these successful relationships to drive greater value from them as well as establishing new partnerships that will help us to achieve our mission.

This role will provide vital support in ensuring our partnerships are as effective as possible through careful stewardship and the coordination of engaging activities and events.

Unlocked also provides small grants and support to our participants to develop 'innovation' projects in their prisons. This will role help to administer applications for these grants, maintain monitoring records and respond to enquiries from participants or staff.

Key accountabilities

Supporting development

- Support our relationship with funders through regular communication and engagement.
- Undertake regular research using a variety of methods to identify potential funding streams.
- Support the Development and Partnerships Manager in the preparation of high-quality bids.

- Maintain and manage effective records and filing systems in support of all fundraising duties.
- Support the development and maintenance of our impact and monitoring systems working with colleagues including the Head of Impact.
- Work closely with other Unlocked teams to obtain and write up case studies as well as record and monitor results against agreed outcomes.

External relationship building and development

- Support retention of current corporate partners through effective stewardship including maintaining good relationships with partner staff, responding promptly to external inquiries, and supporting with communications, activities and events including the involvement of our participants.
- Research and identify new prospective partnership opportunities with corporate and other organisations.
- Engage with existing and potential partners to provide opportunities for pro bono and other support including work placements for prison officers. This may include corporate organisations, criminal justice organisations, charities and start-ups.

Innovation & programme support

- Provide administrative support to Unlocked internal innovation small grants programmes, responding to enquiries from potential applicants and staff.
- Provide general support to the external relations and other Unlocked teams as required.

Person specification

Knowledge and experience

- Exceptionally organised with experience of juggling multiple projects or deadlines.
- Strong written skills including report and proposal writing and an ability to communicate with a wide range of people.
- Good numeracy skills in order 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. (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.
- Strong 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.
- 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 occasionally within the UK

Diversity and inclusion

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 simply makes for a stronger team. 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.

Currently our team is too homogenous, particularly when it comes to ethnicity. We are therefore actively seeking applicants from Black, Asian and ethnic minority backgrounds for this role.

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.

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. The first stage of our application is through Be Applied. This allows us to blind screen all applicants in order to best identify who will get through to interview. 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 ally.steel@unlockedgrads.org.uk.

The deadline for applications is **midday on Tuesday 15th February**.

For more information about Unlocked Graduates please visit our website.

WHY WORK FOR UNLOCKED?

First and foremost, Unlocked offers the satisfaction of working for a high performing and exciting organisation which is actively making an impact on one of the most challenging social justice issues which exists in our society today.

We want Unlocked to be a great place to work. What we are doing is difficult. We have high levels of challenge, and to make sure we achieve what we need to, we need excellent people who will welcome the opportunity to become brilliant at what they can offer the organisation as well as come up with great ideas to make us better. Because our organisation is small, the scope of work is comparatively large compared to most similar organisations. This means you will have more opportunities and get more senior experience than in a bigger organisation.

These demands also mean we want to offer higher levels of support. With that in mind, all employees at Unlocked are offered the following core package of benefits.

Holiday	27 days annual leave plus (by CEO discretion) office typically closes from 25 December to 1 January
Pension	We offer 10 percent employer contribution even if you make no employee contribution. You can also opt to pay more by salary sacrifice if you wish.
Flexibility	Fully agile working policy – our team can work when and where works best to deliver the requirements of their role.
Wellbeing	Employee Assistance Programme: monthly employee coaching from Sanctus, and a team of Mental Health First Aiders on our staff.
Health	Gym membership: discounted gym and fitness membership through Gympass. You can also opt to reduce the employer pension contributions to nine percent in exchange for a £30 a month gym membership subsidy. Cycle to work scheme
Development	We want all of our team to understand our mission and the challenges facing prison officers. You will have opportunities to attend study days with our participants and visit prisons to really understand our work. We believe in supporting people to develop the skills they need to be excellent – whether this means funding external training, finding a mentor to support them or giving them the time to learn from others in the organisations through our regular CPD sessions.
Volunteering	Want to volunteer as a trustee or in some other capacity for a mission-aligned organisation? We support our team to take on these commitments without taking annual leave.
Our staff also tell us they like	Modern and professional centrally located offices in London, Manchester and Birmingham including perks like free coffee and fruit deliveries. For staff working at home we support them to create a workspace and provide technology that enable them to work effectively. Regular opportunities to get together as a whole staff and in your team, including away days, social events and other development events .