

Unlocked

INFORMATION PACK

Events Officer
December 2021

EVENTS OFFICER: KEY FACTS

Reports to	Head of Delivery
Manages	Programme Intern
Location	London (plus a 6-8 week summer residential based in Leeds)
Salary	£30k-£35k
Start date	February 2022
Contract	Permanent
Closing date for applications	Sunday 16th January 23:59

ABOUT UNLOCKED

Thank you for your interest in Unlocked Graduates, and the role of Events Officer.

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. We have successfully recruited, trained and placed five cohorts of over 500 extremely high potential 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.

Over the next few years, we are planning further expansion. We want to do more work in the prisons we are in, and work with more prisoners in more prisons.

We need to be exceptionally high performing because the work we do is both extremely challenging and massively urgent. We aspire to have deep impact on the landings of individual prisons, but also breadth of impact through the whole sector, and society at large.

If this sounds like a challenge you are keen to meet, then please do apply.

THE ROLE

Unlocked Graduates offers a two-year leadership development programme. We are looking for an outstanding individual to work with a small, talented team to deliver some of the key events in this programme.

Reporting to the Head of Delivery, the Events Officer will take a lead role in the planning and delivery of our annual conference and graduation ceremony. We are looking for someone with sufficient experience who can hit the ground running with the planning of these events, as well as other ad-hoc events such as team away days.

In addition to this, you will also lead on a number of logistical elements for our Summer Institute (SI). SI is the key event deliverable in our two-year programme and is a six-week training programme which equips approximately participants to begin their roles as frontline prisoner officers. You will be responsible for various complex logistical elements such as transport, accommodation and catering, for approximately 140 participants and 50 staff members, which are all imperative to the smooth running of this training event.

At Unlocked Graduates, we constantly evaluate our processes and training to ensure we are on par with leading graduate programmes. You will support the Head of Delivery with the post-SI evaluation process, gathering and analysing feedback, and carrying out the quality improvement process.

KEY ACCOUNTABILITIES

Events

- Leading on the planning and delivery of the annual Unlocked conference and graduation ceremony, using a project management approach to ensure these projects remain on track and within budget
- Developing and managing relationships with external suppliers including procuring venues and negotiating contracts with a view to achieving quality and value
- Managing all on-day event logistics including delegate management, coordinating staff, liaising with suppliers and visitors, problem solving
- Managing and reporting on the programme and events budget, working with the finance manager to ensure accurate forecasting
- Carrying out the evaluation of events to ensure a these are consistently high quality with a slick, professional feel
- Creating and shaping meaningful partnerships with local organisations (corporate and third sector) that can support the programme
- Organisation of ad-hoc events through the year (wellbeing events, away days etc.)
- Managing and developing a full-time intern setting targets, providing support and giving feedback to drive their performance and well-being

Summer Institute

- Responsible for the smooth running of various logistical elements of our Summer Institute, including but not limited to catering, accommodation, transport
- Troubleshooting logistical issues considering both immediate and long-term impact
- Supporting the recruitment team with the delivery of a series of onboarding events
- Creation and delivery of an engaging social events calendar
- Stakeholder management with external guests visiting Leeds

- Supporting the Head of Delivery with the creation and maintenance of the overall SI project plan
- Reviewing and evaluating the quality of training and event delivery to ensure that all participant engagement is best-in-class. Carrying out the quality improvement process for logistics planning and developing standard procedures/process guides to ensure best-practice and consistency of event delivery.

Person specification

Mission alignment

- Care intensely about what Unlocked is trying to achieve
- Be excited to relentlessly maximise our impact, making difficult decisions where necessary and taking the right decision above what is popular
- Embody an organisation-wide culture of using data to improve insights and performance
- Be keen to challenge orthodoxies to deliver a more effective and efficient model, always refusing to accept unnecessary bureaucracies
- Believe every problem can be solved, bounce back quickly from setbacks and use them as opportunities to learn
- Hold yourself and others to account, always remaining open to learn from others

Experience

- Minimum two years' experience in event organisation, with a track record of delivering events to a high quality
- Stakeholder management experience with evidence of dealing with internal and external stakeholders at all levels
- Experience working in a fast-paced environment with competing priorities
- (Desirable) Line management experience, including the ability to motivate and inspire a diverse team
- (Desirable) Experience with project management software or systems (e.g. Asana, Jira, Wrike) and Customer Relationship Management systems (e.g. Salesforce)

Characteristics and skills

- Highly organised with excellent attention to detail; able to set, track and complete objectives for self and others
- High level of interpersonal skills; able to engage with a broad range of people at all levels of an organisation and to keep all relevant internal parties involved and updated
- Proactive and positive approach to problem solving with the ability to foresee and mitigate risk
- Flexible and adaptable; able to deal with and prioritise competing demands.
- Highly resilient; able to remain calm and focussed when faced with a demanding and variable workload
- Self-motivated and driven to achieve high standards across their work
- Excellent written and verbal communication skills
- Excellent IT skills with proficiency in Microsoft packages
- Ability to motivate team members to deliver excellency
- Desire to grow with Unlocked and maximise our impact
- Right to work in 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.

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 .

HOW TO APPLY

To apply, please [follow this link](#) where you will need to fill in a short application form and upload a CV.

The deadline for applications for this role is Sunday 16th January at 23:59.

First round interviews will be held on 21st January 2022.

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