

# Unlocked

# MENTORING PRISON OFFICER

## Secondment Information Pack

### November 2020

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# MENTORING PRISON OFFICER

<b>Closing date</b>	4th January 2021 at 9am
<b>Hours</b>	Full time
<b>Vacancies</b>	MPOs for the South East, Adult/Youth (London and the South East) MPOs for the Midlands, Adult/Youth (Birmingham and Staffordshire) MPOs for the North West, Adult/Youth (Greater Manchester, Liverpool and Leeds)
<b>Contract</b>	Two year secondment (June 2021 - June 2023)
<b>Grade</b>	Band 5 role in Learning and Development (HMPPS will remain your employer)

## The organisation

Unlocked Graduates aims to improve rehabilitation in the UK by creating a movement of future leaders across society who are driven to address cycles of reoffending. At the core of our organisation is a two-year leadership development scheme for outstanding graduates. Participants on the graduate scheme work as frontline prison officers for two years while completing a master's degree.

Unlocked works closely with HMPPS, but is independent. We run our own recruitment and training separate from, but validated by, HMPPS. This means the scheme is tailored to our cohort, innovative in its approach, and ambitious in scope. Our graduates do a six-week intensive period of initial training, called Summer Institute. This introduces them to their Master's degree and covers all aspects of initial prison officer training.

## The role

Mentoring Prison Officers (MPOs) might be the single most important aspect of the Unlocked programme. You'll typically work with 20-25 officers in two or three prisons, spending one or two days a week in each establishment. You will support groups of participants from day one of their training until the end of their two years, coaching them on everything from prison procedures to career opportunities.

You will run regular bespoke training, fortnightly group supervisions and fortnightly 1-to-1 coaching/mentoring sessions with the participants. These take place within their establishments, helping to develop them into exceptional prison officers. You'll record and monitor their progress, working with managers and governors in the prisons to

get a full picture of your graduates' performance. Other MPOs and your line manager will support your decision making and planning.

We prioritise your professional development. One day a week is spent with your line manager and MPO team receiving training which includes updates from Head Office staff on the programme and its developments; adult facilitation training, coaching and mentoring training, your own MPOs' group supervision and external training opportunities (for example Mental Health First Aid training).

At Summer Institute (our version of initial prison officer training), you will work closely with Trainer Expert Advisors from Learning & Development to support your groups, delivering training alongside them. Previous experience of facilitation is not required, but be ready to develop as trainers during your induction period. Participants build strong relationships with you during this time, and highly value the practical experience you can convey to them.

## 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 not only makes for a stronger team, but should also be celebrated. We are therefore actively seeking to recruit a diverse cohort of Mentoring Prison Officers and we aim to create a workplace that is welcoming for all, inclusive of ethnicity, disability, age, religious belief, sexuality or gender.

## Key responsibilities

- Meet with participants fortnightly to provide 1-to-1 mentoring sessions.
- Facilitate group supervisions with your prison groups.
- Deliver bespoke training, developing participants' practice as prison officers.
- Track and record participants' progress including any concerns and achievements.
- Co-ordinate additional support for participants who are struggling.
- Effectively communicate information about your allocated prisons and participants with the wider programme team.
- Use professional judgement to escalate problems appropriately.
- Challenge and support participants as appropriate to accelerate their development.
- Build and maintain strong relationships with prisons.
- Deliver reflective sessions and training sessions alongside staff from Learning and Development at Summer Institute.
- Contribute to the wider Unlocked organisation by supporting at recruitment events or with prison visits for external guests

# PERSON SPECIFICATION

## Knowledge and experience

- Qualified and current prison officer (must have successfully passed probation).
- A strong understanding of the prison environment and the experiences encountered in frontline roles.
- Experience of developing and improving staff, formally or informally.
- Able to use computer systems to monitor participant performance.

## Characteristics and skills

- Passionate about the mission of reducing reoffending, and the Unlocked Graduates model.
- Exceptional at relationship building and creating a trusting environment.
- Positive and patient disposition, with a sense of possibility.
- Reflective self-improver who is keen to use feedback and training to develop.
- Able to have difficult conversations, give feedback and find solutions.
- Sound observation skills and judgement of other's strengths and areas of improvement.
- Confident in the delivery of training and own abilities to pass on knowledge to others – although desirable, experience of delivering training is not necessary, as you will be given training on this.
- Able to develop relationships across the spectrum of HMPPS – from new starters, to experienced staff; from Detail departments within People Hubs, to Governing Governors.
- Ability to give and receive constructive feedback to enable the development of the graduates; yourself; the programme; and the prison service.

## Other requirements

- You must be a current HMPPS employee with permission from the governing governor (or equivalent) to go on secondment. Unlocked can support with this process. Please get in touch if you have any concerns or questions about this.
- You must be able to attend Summer Institute Monday-Friday for a period of 7 weeks in July and August each year. All travel, accommodation and subsistence will be provided.
- The ability to drive, although not necessary, is desirable - as the prisons are located across the length and breadth of our current regions.
- The role will require travel to your placement prisons four days a week. We will endeavour to match MPOs with geographically suitable prisons.
- The role includes one day of professional development each week. This will usually take place in your region, although to bring all MPOs together, this will sometimes take place in one of the other regions. Travel costs will be covered.
- Detached duty or relocation funding is not available for this position.

## A DAY IN THE LIFE OF AN MPO

As an MPO your days will be varied. Generally, you will spend four days a week in prisons supporting participants. On those days you manage your own timetable, ensuring you complete all the necessary training and support, as well as the surrounding admin. Below is an example of what a prison-based day might look like.

### 7.30am Arrive at HMP Wandsworth

You will be assigned two or three prisons to work with and will split your time between them according to how many participants you have in each.

### 7.45am Meet the detail department

Quick and regular check-ins with the detail department can be helpful to ensure your training and one-to-ones are scheduled correctly.

### 8.00am to 12.00pm One-to-one check-ins

You will have a 45-minute check-in with each participant every fortnight. These are written into their detail and take place off the wing. During these sessions you will use a combination of mentoring and coaching techniques.

### 12.00pm to 2.00pm Lunch and report writing

Each fortnight you will record snapshot reports on each of your participants to show their progress. These are completed using an online system called Salesforce. You can complete your reports in prison, or you may choose to complete your admin at home.

### 2.00pm to 2.45pm Participant observations

Observing participants at work on the wing is a great way to gain a better understanding of their progress and areas for development.

### 2.45pm to 3.15pm Meeting with prison staff

As MPO you provide an important bridge between Unlocked, the participants and the prison. Regular meetings with line managers, POELT mentors and other staff can really help to ensure the programme runs smoothly so participants can make the biggest possible impact.

### 3.15pm-4.00pm Travel home

Travel time to and from your assigned establishments comprises part of your core day, with mileage paid at standard HMPPS rate; or the option of a hire car, depending on individual circumstances.

4.00pm-4.30pm      Check-in with line manager

Every week you will have a check-in with your Unlocked line manager, usually on the phone. This is your chance to seek advice, talk through any issues you are facing, discuss your own development and receive feedback.

## MPO profile

Click on the link below to learn more about the role from some of our former MPOs:

<https://unlockedgrads.org.uk/programme/on-the-job-support/>

## TO APPLY

To make an application please complete the expression of interest (EOI) form and email it to [programme@unlockedgrads.org.uk](mailto:programme@unlockedgrads.org.uk) by **Friday 4th January at 9am**

For an informal and confidential chat about the role please contact one of the following:

**South East vacancies:** Danielle Dodd ([danielle.dodd@unlockedgrads.org.uk](mailto:danielle.dodd@unlockedgrads.org.uk))

**North vacancies:** Marsha Mattis ([marsha.mattis@unlockedgrads.org.uk](mailto:marsha.mattis@unlockedgrads.org.uk))

**Midlands vacancies:** Lesley Walsh ([lesley.walsh@unlockedgrads.org.uk](mailto:lesley.walsh@unlockedgrads.org.uk))

## Interviews

**First round phone interviews** will be held during the week commencing Monday 18th January 2021.

**Second round interviews** will be held in the week commencing Mon 25<sup>th</sup> January 2021.