

# Information pack

Mentoring Prison Officer



November 2018

# Unlocked

## Mentoring Prison Officer

<b>Closing date</b>	<b>Sunday 30<sup>th</sup> June at 12pm</b>
<b>Hours</b>	Full time
<b>Location</b>	North West (predominantly in and around Manchester)
<b>Contract</b>	Two year secondment (ASAP – 23rd June 2021)
<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 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 an independent organisation, currently being incubated by the major charity and social business Catch22. 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 an intensive period of initial training, called Summer Institute, at the University of Suffolk. This introduces them to their Master's degree and covers all aspects of POELT. During their first year, participants have monthly half-day training sessions, weekly 1-to-1 mentoring sessions, and several lecture days.

### The role

Mentoring Prison Officers (MPOs) might be the single most important aspect of the Unlocked programme. You'll typically work with 15-20 prison officers in two prisons, spending two days a week in each establishment. You will support them 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 training, group supervisions and 1-to-1 mentoring sessions with the participants, developing 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 managers receiving training which includes working towards a coaching qualification.

At Summer Institute (our version of POELT training), you'll work closely with POELT tutors to support your groups, delivering training alongside them. Previous experience of facilitation is not required, but be ready to develop as trainers during your month-long induction. Participants build strong relationships with you during this time, and highly value the practical experience you can convey to them.

# Unlocked

## Key responsibilities

- Meet with participants weekly to provide 1-to-1 mentoring sessions.
- Facilitate group supervisions with your prison groups.
- Deliver training, developing participants' practice as prison officers.
- Track and record participants' progress and any concerns.
- Effectively communicate information about your 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 POELT tutors at Summer Institute.

## Person specification

### Knowledge and experience

- Qualified prison officer.
- Experience of working in a prison and a strong understanding of the prison environment.
- 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.

### 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 in Ipswich during July and August each year. All travel, accommodation and subsistence will be provided.
- The role will require travel to your two placement prisons four days a week. We will endeavour to match MPOs with geographically suitable prisons. Our North Western prisons are located in and around Greater Manchester.
- The role includes one day of professional development each week. Travel costs will be covered.
- Detached duty or relocation funding is not available for this position.

# Unlocked

## 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.

### **8.00am Arrive at HMP Manchester**

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.

### **8.15am 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.

### **8.30am to 12.00pm One-to-one check-ins**

You will have a 45 minute check-in with each participant every week. 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 as well as setting up practice activities to support participants' development.

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

Each week 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 take your laptop and dongle (for internet access) into the jails so you can complete your reports there. Alternatively you may choose to complete your admin at home.

### **2.00pm to 3.00pm 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.

### **3.00pm to 4.00pm 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.

### **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.

# Unlocked

## MPO Profile

Click on the link below to learn more about the role from one of our current MPOs, Roy De-Allie.

<https://unlockedgrads.org.uk/staff-profile-roy-de-allie/>

## 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) midday on **Sunday 30<sup>th</sup> June**

If you would like to speak to someone about the role, please contact Bella Atkinson ([bella.atkinson@unlockedgrads.org.uk](mailto:bella.atkinson@unlockedgrads.org.uk))

First round phone interviews will be held on Tuesday 2<sup>nd</sup> July, with second round interviews taking place on the Thursday or Friday of that week.