

Unlocked

APPLICATION PACK

Programme Coordinator

OCTOBER 2023

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Charity No: 1187552 | Company No:
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Programme Coordinator

Reports to	Programme Officer
Location	London The role will relocate to Leeds during July/August (accommodation is provided during this period)
Salary	£25,000 - £27,000 (dependant on experience). We are committed to being a real Living Wage employer.
Hours	Full time
Start date	ASAP
Contract	Permanent
Closing date for applications	12th November 23:59

About Unlocked Graduates

Thank you for your interest in Unlocked Graduates, and the Programme Coordinator role.

Unlocked Graduates exists to break cycles of reoffending, with a 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 six cohorts of over 600 extremely high potential graduates into prisons across England and Wales. We are number 22 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 help meet, then please do apply.

The role

This role will sit within the Unlocked Programme Team, which holds responsibility for designing and running training for our new cohorts as well as supporting them across their two years, to enable them to have the most impact possible.

We are looking for an outstanding candidate to support our Programme Team with a wide variety of tasks, gaining broad experience in project management, relationship management, event coordination and communications design. You will also play a key role in the planning of our annual Summer Institute, a six-week residential course where our new cohort receives their training before starting on the prison landings.

This role provides a unique opportunity to work across the whole Programme Team gaining an insight into: delivery, curriculum, our work in prison and the Ambassador community as well as the specific training required to become a Prison Officer.

Our main office is based in London (remote working may be accommodated but this will be discussed with candidates on an individual basis). The programme is national and so some travel is required to Birmingham, Manchester and Leeds, including working from Leeds from July-September for our Summer Institute – please note that all accommodation and food is provided for this period.

Key accountabilities

Accountabilities for this role include (but are not limited to):

Administration

- Providing administrative support to the entire Programme Team, including diary support to the Programme Director
- Supporting the development and dissemination of training materials
- Managing Programme Team finances, including invoices and credit card returns
- Working with the Curriculum Team to organise catch up materials for anyone absent from training

Event coordination and support

- Working within a budget to source appropriate, good value for money training venues, accommodation, and catering for a variety of events
- Liaising with external speakers to arrange logistics such as contracts, accommodation and travel
- Supporting the Events Officer with the planning of our annual conference, graduation ceremony and other ad-hoc events through the year
- Scoping and arranging merchandise for events as required
- On-the-day event delivery and logistical support

Communications

- Supporting the Programme Officer with designing and sending communications to the cohorts of participants
- Managing our general enquiries inbox and phone, and triaging participant questions

Summer Institute

- Supporting the delivery of Summer Institute including set up, set down and on the ground logistical support

Person specification

- Passionate and enthusiastic about Unlocked's mission and values
- Outstanding organisation skills and the ability to prioritise and manage your time effectively, taking ownership of your areas of responsibility
- Exceptional attention to detail, completing both written and data-related tasks with precision, accuracy and coherence
- Strong desire to create a quality training experience
- Ability to work independently, proactively and use initiative to complete tasks with minimal supervision
- Can-do attitude to problem solving
- A desire to work as part of a team, demonstrating excellent teamwork both within and across teams
- Flexibility and an eagerness to get stuck into tasks
- Computer literacy, particularly in Microsoft Word and Excel
- Capability to build productive working relationships with key contacts and suppliers
- Good written and communication skills in print and email
- Proficiency at using Salesforce, MailChimp and/or Survey Monkey (desirable)

Other requirements

Right to work in the UK

Diversity

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 makes for a stronger team and is to be celebrated. 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.

To remove bias where possible, we blind assess candidates for interview based on their relevant skills, qualifications or experience.

We welcome applications from people with convictions.

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 (per annum) plus (by CEO discretion)
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.
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 sessions during SI with our participants 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	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

Please follow the links on our website to make an application through Job Train. If you would like to have an informal and confidential discussion about the role, please contact Kate Duxbury at kate.duxbury@unlockedgrads.org.uk.

Application link: <https://www.jobtrain.co.uk/unlockedgrads/Home/Job>

Closing date: 12th November 23:59

We are interviewing for this role on a rolling basis, and so may close applications early if we find the right candidate.