

# Unlocked



## PROGRAMME OFFICER (CURRICULUM FOCUS)

**Job application pack  
January, 2021**

# PROGRAMME OFFICER (CURRICULUM FOCUS)

<b>Reporting to</b>	Head of Curriculum
<b>Salary</b>	£28,000 – £32,000 dependent on experience
<b>Hours</b>	Full-time
<b>Location</b>	London or Manchester with remote working in the current climate. Eight weeks (Mon-Fri) in Leeds through July and August for our Summer Institute.
<b>Start date</b>	April 2021 (flexible on exact start date)
<b>Contract</b>	Permanent
<b>Closing date</b>	Monday 22nd Feb. Midday deadline

## The organisation

Unlocked Graduates is an award-winning charity which exists to break cycles of re-offending by developing outstanding individuals to lead rehabilitation in prisons and throughout society.

At the core of our mission is a leadership development programme that brings top graduates into prisons to work as frontline prison officers for two years. This programme includes mentoring, work placements in partner organisations and a fully-funded Master's degree, all of which they take part in while taking on the full duties of a frontline prison officer.

The project grew out of a recommendation in the Coates' Review of prison education. Participants are selected through a rigorous and competitive recruitment process which is raising the profile of the prison officer role. Last year the scheme was ranked 36th in the Times Top 100 Graduate Employers list.

We were initially incubated by Catch22, a charity and social business. As of November 2020, we are now an independent registered charity and have ambitious targets for the next 12 months. These include enhancing our programme offer, expanding our fundraising and partnership work and strengthening our internal systems and processes.

## 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 not only makes for a stronger team, but should also 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.

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.

## The role

We are looking for an outstanding candidate to take on this exciting and varied role. The role will include taking on a range of responsibilities within the programme team with a particular focus on the design and development of training materials.

For Unlocked, the mission is central and life-long: it is about more than the two years. In this role you will work to ensure the programme prepares participants to maximise impact both through the initial two years and beyond as they become ambassadors. You will contribute to the creation of an exceptional programme of study that develops our participants and ambassadors into transformative prison officers and leaders. In doing so, you will empower participants and ambassadors with the knowledge and capabilities to work with prisoners to dismantle some of the damaging cycles of reoffending that are so costly to those individuals and broader society.

It is important that our resources are thoughtfully sequenced and research-informed. You will work with the Head of Curriculum to research and design training content that maximises learning and embodies the Unlocked mission. This work will include all aspects of training production, including careful research of topics, creating pedagogically-informed training that maximises learning, ensuring all materials are within brand guidelines, and working in partnership with external experts where appropriate.

In addition to this work, you will co-ordinate a number of exciting opportunities for our participants and ambassadors to develop in their careers, moving into positions of influence both within and outside of HMPPS. This will include working closely with the External Relations team on the execution of the work placement project, which allows second year participants to engage in a two-week placement in a contrasting work environment. You will also work closely with the Programme Director to organise data relating to our ambassador community which will help drive our decisions around the ambassador strategy.

As a core member of the Programme Team you will be very involved with the effective delivery of our flagship annual Summer Institute which takes place in Leeds between July and September.

## Key responsibilities

### Curriculum Focus

- Research key training topics and liaise with external organisations and individuals where appropriate
- Create, adapt and update training materials based on quality assurance and evaluations as led by the Head of Curriculum, to ensure they are of the highest quality, fall within brand guidelines, and are ready to be shared with participants and trainers well ahead of the point of delivery
- Co-ordinate new and exciting training offers with a focus on career development for our participant and ambassador communities

- Collate ambassador data to help drive decisions around curriculum requirements for this group
- Collate and manage session feedback during Summer Institute (our initial training programme taking place in Leeds across July and August each year) making adaptations to session where required

## **Wider Programme team responsibilities**

- Co-ordinate all participant communications around the two-week work placements offered to participants in their second year on the programme
- Design regular newsletters to participants and ambassadors, including sourcing content and evaluating engagement
- Embody the Unlocked mission in every aspect of your work

Beyond the job description, we offer the opportunity to get involved with a wide range of activities that will help support our mission, including attending Master's lecture days, key speaker events and supporting our Assessment Centres where we select programme participants.

Due to the impact of Covid-19, this role is currently home-based, with access to the office where required. Once we return to office-based working the role will predominantly be based there (London or Manchester), though we will maintain our ongoing commitment to flexibility where required.

## **Person specification**

The successful candidate will be passionate about Unlocked's mission and be able to demonstrate the following skills and experience.

### **Knowledge and experience**

- Experience of working productively in a team to fulfil responsibilities of your role and the wider organisational focus/mission
- Experience of effectively managing a varied workload with competing priorities
- Experience of identifying opportunities for improvement and innovation and working to achieve this
- Interest in the criminal justice sector and the mission of Unlocked Graduates

### **Characteristics and skills**

- Focused on what works
- Strong relationship building skills with multiple stakeholders (internal and external)
- Passionate about developing others
- Excellent attention to detail
- Clear communication skills, in spoken and written context

### **Desirable**

- Understanding of the prison officer role
- Teaching or training experience, preferably to colleagues and/or service users
- Experience of contributing to or developing training resources

## Other requirements

You will need the right to work in the UK and be willing to travel within the UK for training events and occasional prison visits. This will include occasional overnight stays, evening events and spending Monday to Friday at our Summer Institute residential training in Leeds (eight weeks over July and August).

## To apply

To apply, please follow the link from our Unlocked Graduates Careers page. This will take you to our blind recruiting tool, BeApplied, where you will need to fill in a short application form and upload a CV. *Please note:* to ensure we blind assess applications, the CV will not be reviewed initially. This will only be reviewed for any applicant making it to interview stage.

If you would like to have an informal and confidential discussion about the role or about the process, please contact: [Elina.lam-gall@unlockedgrads.org.uk](mailto:Elina.lam-gall@unlockedgrads.org.uk)

## Timings

**Closing date:** Monday 22nd Feb at midday.

**Interviews:** First round interviews w/c Mon 29th Feb.

**Start date:** April 2021

Due to the current Covid-19 restrictions, all interviews will take place via video call. A final round interview may take place in person, if possible.

For more information about Unlocked please visit our [website](#).