

# Unlocked



# INFORMATION PACK

## Regional Manager (North)

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Charity No: 1187552 | Company No: 11448853

## REGIONAL MANAGER, NORTH REGION

Closing date	Monday 6 <sup>th</sup> September, 9am
Salary	£37-40000
Hours	Full time
Locations	Ability to regularly travel to prisons across Liverpool, Manchester and Leeds. Ability to attend Manchester office approx. two days/week.
Contract	Fixed term for 12 months, would welcome secondments
Start date	October 2021

### 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 Her Majesty's Prison and Probation Service (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

The Regional Manager supports the Head of Region and Programme Director to set the culture, ambition and quality of the programme in their region. As such, the Regional Manager is a critical bridge between the central head office team and the regional team. For this, communication, teamwork and feedback skills are essential.

They will line manage Mentoring Prison Officers (MPOs), supporting their development so that they can effectively support the participants on the wings. This will include delivering training on coaching, mentoring and adult facilitation.

They will take responsibility for the performance of the participants in prisons across their region and develop staff and systems as appropriate to maximise participants' impact on prisoners and the prison system.

They will manage relationships with key stakeholders in prisons - ensuring the smooth running of the programme across the region - escalating to the Head of Region as needed.

It is imperative that the Regional Manager shares the passion, drive and work ethic to make Unlocked's vision a reality. Enthusiasm and empowering others will be critical. This centres around staff of prisons in the local area, both before and during placement and also includes local organisation and individuals. Gaining the support of local stakeholders is key for the programme's success.

Like all our contract roles, this is a great opportunity to get a taste of Unlocked and we are very supportive of applicants seeking a sabbatical to experience a different organisation.

## 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.

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

## Key responsibilities

- Line manage, train and develop a group of Mentoring Prison Officers (MPOs)
- Build and maintain positive and purposeful relationships with middle and senior leaders at prisons in the region, building their understanding and support for the Unlocked Graduates scheme
- Maintain oversight over the participants' progress and performance, ensuring that participants are well supported and that their well-being and retention is good.
- Oversee the logistics and planning of regional training for participants, including coaching meetings, training sessions and lecture days
- Promote high expectations and a culture of leadership among participants in the region, maintaining a clear picture of participants' progress and impact over time, implementing effective actions plans, and communicating this clearly within your region and to the central Unlocked Graduates team
- Continue our meaningful partnerships with local organisations (corporate and third sector) that can support the programme

## Person specification

### Knowledge and experience

- Experience of line management and, in particular, managing performance
- Experience of mentoring and/or coaching
- Understanding of effective teaching and learning, especially facilitation of adult learners
- Able to interpret performance reports, using the data to drive effective decision making
- Understanding of public sector graduate leadership development schemes (desirable)

- Knowledge of, or interest in, the prison service and the prison officer role (desirable)

## Characteristics and skills

- Efficient, organised and hard-working
- Passionate about reducing reoffending and positive about the capacity for change
- Able to inspire others and work alongside a diverse group of people
- Takes responsibility for team performance and constantly seeks improvement
- Excellent written and verbal communication skills
- Good at building relationships, gaining support, and holding stakeholders to account
- Able to have difficult conversations, give feedback and find solutions.

## Other requirements

- Right to work in the UK and subject to Disclosure Barring service
- Able to travel regularly to visit prisons in your region, across Liverpool, Manchester and Leeds
- Able to travel to Birmingham and London offices around once a month
- You must be able to attend Summer Institute in Leeds during July and August

## To apply

To apply, please submit an application on [BeApplied](#).

For an informal and confidential discussion about the role, please contact [bella.atkinson@unlockedgrads.org.uk](mailto:bella.atkinson@unlockedgrads.org.uk).

## Interviews

**First round online interviews** will be held on Wednesday 15th or Thursday 16th September 2021

**Second round interviews** will be held on Tuesday 28th September