

# Unlocked



## REGIONAL MANAGER (SOUTH)

Job application pack  
February, 2021

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## REGIONAL MANAGER (SOUTH)

<b>Reporting to</b>	Head of Region (South)
<b>Salary</b>	£34,000 - £38,000 dependent on experience
<b>Hours</b>	Full-time
<b>Location</b>	London with regular travel around the South East
<b>Start date</b>	March/April 2021
<b>Contract</b>	Permanent
<b>Closing date</b>	Monday 15th 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 and expanding our reach to work with more prisons and have impact with more prisoners.

### 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.

## The role

The Regional Manager, with the support of the Head of Region and Programme Director, sets 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.

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 governors of prisons in the local area, both before and during placement, and also includes local organisations and individuals. Gaining the support of stakeholders is key for the programme's success.

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

The Regional Manager will maintain oversight of the performance of the participants in the region, striving to develop staff and systems as appropriate to maximise participants' impact on prisoners and the prison system.

## Key responsibilities

- Line manage, train and develop a team of Mentoring Prison Officers (MPOs)
- Make regular visits to prisons across the region to build relationships and observe MPO practice
- 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

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 key speaker events and supporting our Assessment Centres where we select programme participants.

## 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 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 check
- Able to travel regularly to visit prisons in your region
- Able to travel to Manchester and London offices around once a month

You must be able to attend Summer Institute in Leeds during July and August each year

## To apply

To apply, please follow the link from our [Unlocked Graduates Vacancies](#) page. This will take you to our blind recruiting tool, Be Applied, 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: [Danielle.dodd@unlockedgrads.org.uk](mailto:Danielle.dodd@unlockedgrads.org.uk)

## Timings

**Closing date:** Monday 15th February, midday deadline

**Interviews:** First round interviews w/c Mon 22nd February. Second round interviews w/c Mon 1<sup>st</sup> March.

**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](#).