

Unlocked

SUMMER INSTITUTE INTERN

Job Description

June - September 2021

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Charity No: 1187552 | Company No: 11448853

SUMMER INSTITUTE INTERN

Report to	Programme and Events Manager
Salary	£21,158 pro rata. We are committed to being a real Living Wage employer.
Hours	Full time
Location	Either London or remote, then 9 weeks based in Leeds for our Summer Institute in July & August
Start date	28 th June 2021
Contract	Fixed term until 17 th September 2021

The Organisation

Unlocked Graduates is an award-winning charity which exists to break cycles of reoffending 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. Programme 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.

The programme starts with an intensive 6-week initial training course, called Summer Institute. This covers all aspects of prison officer training, includes additional sessions designed to support participants in delivering our mission of rehabilitation, as well as introducing them to their Master's degree. Summer Institute is our opportunity to transform participants into excellent prison officers and as such it's important that this experience is high quality, engaging and meticulously organised and delivered.

The role

Interns are an invaluable part of our team and work across all areas, undertaking a range of tasks and responsibilities. The key project deliverable for this role is the Unlocked Graduates Summer Institute (SI). The successful candidate will work closely with the Programme Team in Leeds to support the delivery of SI and gain a broad experience in event coordination and project management, as well as a specific insight into the training required to become an exceptional prison officer.

SI takes the form of an eight-week summer residential at Leeds Trinity University, during which time your work pattern may vary and time off in lieu will be agreed in advance for extended work days or weekend work.

We are looking for an outstanding candidate to take on this exciting and varied role. We offer the opportunity to get involved with a wide range of activities that will help recruit, train and develop exceptional prison officers across England and ultimately reduce reoffending rates.

Key accountabilities

SI preparation

- Supporting the delivery team with final planning preparations for SI
- Supporting the set-up of the training spaces in Leeds, including organisation of training equipment and materials
- Managing relationships and liaising with suppliers to confirm final details for SI

During SI

- Co-ordinating, sourcing, delivery and organisation of resources and training materials
- Ensuring a welcoming and comfortable environment for participants and staff
- Being a key point of contact for participants and guests on logistical arrangements, including managing the programme phone and inbox
- Supporting day-to-day logistics of SI ensuring training runs smoothly, including management of equipment and paperwork required for sessions throughout SI
- Providing admin support to the wider Programme Team
- Designing internal documents (e.g. guidance, FAQs, itineraries) to support trainers and Head Office staff
- Managing relationships and liaising with suppliers to ensure smooth delivery
- Sourcing additional suppliers where required for ad-hoc jobs
- Displaying enthusiasm for the Unlocked Graduates mission

Person Specification

Essential

You must be passionate about Unlocked's mission and values, and be able to demonstrate the following:

- Organised – able to prioritise and manage your time effectively
- Able to build productive working relationships with key contacts and suppliers
- Attention to detail – able to complete both written and data-related tasks with precision
- Keen desire to create a quality training experience
- Excellent teamwork within and across teams
- Flexible and eager to get stuck in
- Ability to work independently, using ones initiative

- Practical mindset, able to assist with physical tasks such as unpacking and packing equipment
- Computer literate, particularly in Microsoft Word and Excel
- Good written communication skills in print and email

Other requirements

- Right to work in the UK