

Unlocked

INFORMATION PACK

**Events Intern (Summer Institute)
(Programme Team)
Summer 2023**

EVENTS INTERN (SUMMER INSTITUTE): KEY FACTS

Reports to	Events Officer
Location	Initially based in London, then 6-8 weeks based in Leeds for our Summer Institute in July & August
Hours	Full time
Salary	£23,303. We are committed to being a real Living Wage employer.
Start date	19th June 2023
Contract	Fixed term until 15th September 20223
Closing date for applications	Sunday 7th May 2023

ABOUT UNLOCKED

Thank you for your interest in Unlocked Graduates, and the role of Events Intern (Summer Institute).

Unlocked Graduates exists to break cycles of reoffending, with 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 the country. We are currently 22nd 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 meet, then please do apply.

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), a 6-week training programme for our new cohort of Prison Officers. The successful candidates will work closely with the Programme Team in Leeds to support the delivery of SI and gain broad experience in event coordination and project management, as well as a specific insight into the training required to become an exceptional Prison Officer.

For July and August the role will mainly be based 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. Accommodation will be provided for this period and you will be able to expense travel on weekends to return home.

We are looking for outstanding candidates 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
- Supporting with recording sessions throughout SI to enable participants to catch-up following periods of absence
- Supporting the Events Officer with the planning and delivery of social events throughout SI
- Collating and documenting written feedback from participants and escalating to senior staff when necessary
- 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
- Computer literate, particularly in Microsoft Word and Excel
- Good written communication skills in print and email
- Self-motivated with a can-do attitude to problem solving

Other requirements

- Right to work in the UK

DIVERSITY AND INCLUSION

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 simply makes for a stronger team. 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.

Currently our team is too homogenous, particularly when it comes to ethnicity. We are therefore actively seeking applicants from Black, Asian and ethnic minority backgrounds for this role.

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.

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 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

The deadline for applications for this role is Sunday 7th May 2023.

Interviews will be held on Friday 12th, Monday 15th and Tuesday 16th May 2023.

For more information about the role, please email programme@unlockedgrads.org.uk.