

Unlocked

INFORMATION PACK

Selection Officer
April 2022

JOB TITLE: KEY FACTS

Reports to	Recruitment Director
Manages	Team Co-ordinator
Location	London (hybrid)
Salary	£32,000-£35,000
Start date	As soon as possible
Closing date for applications	

ABOUT UNLOCKED

Thank you for your interest in Unlocked Graduates, and the role of Selection Officer.

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 five cohorts of over 500 extremely high potential graduates into prisons across the country. We are listed 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

We are looking for an innovative and well-organised individual to join our Recruitment team. You will play an important role in designing our processes to select the highest quality applicants to work in prisons with Unlocked Graduates.

You will be responsible for the logistics and organisation of our selection processes, particularly assessment centres as we seek to create an adaptable remote way of running these. You will be the key point of contact for candidates at this stage of the process and work to ensure that all candidates have a positive experience of the process, whilst also collaborating with external stakeholders to ensure our selection process is as fair and consistent as possible. You will work with the Recruitment Director to design and set up new systems and processes and support the post-selection journey for candidates. This position offers a mix of logistics planning, stakeholder management, data analysis and creating innovative activities to improve our selection processes.

You'll join a hard-working team with opportunities every day for new achievements and experiences.

KEY ACCOUNTABILITIES

This role is mainly focused on managing and developing the selection processes for Unlocked. You will, however, be required to take a lead on some other areas of recruitment and to support the rest of the team, in particular with our attraction strategy.

Selection

- Take a hands-on role in screening and assessing applicants against the required attributes as well as training others on this
- Design materials for screening and assessing including scoring matrices, feedback forms, assessor instruction materials
- Deliver training to screeners and assessors ahead of assessment season. Continue to run regular catch ups with both groups to monitor progress and check unconscious bias
- Oversee the planning and scheduling of assessment centres ensuring all participants and assessors have the information required for their involvement
- Facilitate the running of assessment centres to ensure all candidates receive a positive candidate experience
- Deal with candidate queries regarding the selection process and manage the booking process for assessment centres
- Act as a main point of contact for screeners and assessors so that queries are dealt with quickly and effectively and they are equipped to assess candidates fairly and consistently
- Develop strong relationships with stakeholders that support the recruitment process, both internal and external
- Design and deliver coaching programme as part of our diversity and inclusion network; running video interview and assessment centre workshops for candidates

- Conduct ongoing analysis of our selection process and communicate this to relevant stakeholders
- Collaborate with the Recruitment Director to develop new exercises to improve the selection process
- Ensure recruitment practices are carried out consistently, efficiently and fairly to achieve a best practice selection process, researching the development of new systems and processes where relevant
- Communicate the Unlocked mission, values and messaging consistently to maintain a positive candidate journey for applicants

Additional Responsibilities

- Support the management and supervision of Team Co-ordinator (who works across two teams)
- Ad hoc support for the attraction team during busy times; for example event attendance, event organisation (online and in-person) and driving applications
- Manage relationships with HMPPS and Leeds Trinity University to ensure candidates are fully onboarded, ready to start the programme, including management of fitness tests and university enrolment
- Leading on the organisation of the annual cohort launch event for 100-200 attendees
- Ensure maintenance of detailed records and databases to continuously evaluate and improve the recruitment campaign
- Carry out evaluation of processes and data to feed into improvements for candidates and our selection and onboarding processes

PERSON SPECIFICATION

Mission alignment

- Care intensely about the mission of Unlocked to reduce reoffending.
- Be excited to relentlessly maximise our impact, making difficult decisions where necessary and taking the right decision above what is popular.
- Embody an organisation-wide culture of using data to improve insights and performance.
- Be keen to challenge orthodoxies in order to deliver a more effective and efficient model, always refusing to accept unnecessary bureaucracies.
- Believe every problem can be solved, bounce back quickly from setbacks and use them as opportunities to learn.
- Hold yourself and others to account, always remaining open to learn from others

Experience

- Knowledge of the graduate recruitment cycle and the processes it involves
- Experience of working with a range of different people
- Project management experience of delivering projects with a clear goal
- Understanding of the importance of fair and consistency in selection processes
- Experience of working within assessment design and selection (desirable)
- Experience in designing and delivering training for assessors (desirable)
- Experience in the use of candidate management systems (desirable)
- Understanding of the role of a prison officer (desirable)

Characteristics and Skills

- Strong organisational and planning skills, with confidence managing multiple tasks and deadlines
- Ability to learn quickly and take initiative to overcome obstacles
- Exceptional interpersonal skills, with the ability to build strong relationships internally and externally
- Excellent written and verbal skills
- Strong collaboration and team-working skills with an ability to work well in a small team
- Sound analytical skills with the ability to make critical judgements and take decisions
- Positive and pro-active attitude
- Commitment to the goals and values of Unlocked
- Ability to work independently, with conflicting demands, in a high-pressured environment
- Regularly evaluates own performance to build on strengths and identify areas to improve

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 senior 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) office typically closes from 25 December to 1 January
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.
Flexibility	Fully agile working policy – our team can work when and where works best to deliver the requirements of their role.
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 study days with our participants and visit prisons 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	Modern and professional centrally located offices in London, Manchester and Birmingham including perks like free coffee and fruit deliveries. For staff working at home we support them to create a workspace and provide technology that enable them to work effectively. 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

Please complete your application here: <https://app.beapplied.com/apply/ums3ctbn5f>
The deadline for applications for this role is Friday 13th May at 9am.

First round interviews will be held in w/c 16th May.

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