RECRUITMENT summer

intern

Job Description

July/August 2022

RECRUITMENT summer intern

Report to Recruitment Director

Salary £11.05 per hour. We are committed to being a real Living Wage employer.

Hours Full time

Location London, NW1 2DX (office based with the option of 1-2 days working from home

Start date July/August 2022

Contract Fixed term (2 weeks)

About Unlocked

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.

The role

Interns are an invaluable part of our team and work across all areas, undertaking a range of tasks and responsibilities. You will have the chance to experience working in a fast-paced environment and gain exposure in the different areas of the charity. As a recruitment intern, you will work within the recruitment team and support us as we prepare for our attraction season, providing insight on student marketing and developing new ways of marketing, through planning events, creating content and more. You will also learn more about how we recruit outstanding individuals to work as prison officers who ultimately support our mission of reducing reoffending rates.

You will also be exposed to the different areas of working for a charity, and gain experience working in a fast-paced environment.

We are looking for a creative and passionate individual to take on this exciting and varied role. We offer the opportunity to get involved with a wide range of activities and contribute to our programme and mission. During your internship you will have ownership of a project based on your personal interests and strengths.

Key accountabilities

* Being a key point of contact for general recruitment enquiries.
* Drafting excellent communications to interested applicants.
* Raising awareness about the Unlocked Graduates mission.
* Overseeing a project through its full life cycle.
* Developing new events for the coming attraction season.
* Supporting with the planning of the Brand Ambassador project.
* Providing insight on suggested marketing and advertising for students.
* Researching diverse groups of applicants and creating new, targeted content.
* Supporting the development of our selection process and designing materials.
* Displaying enthusiasm for the Unlocked Graduates mission.

Person Specification

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

* Organised and able to prioritise and manage your time effectively.
* Able to build productive working relationships with key contacts.
* Attention to detail – able to complete both written and data-related tasks with precision, ensuring accuracy and coherence across all your work.
* Excellent teamwork within and across teams.
* Flexible and eager to get stuck in.
* Computer literate, particularly in Microsoft Word and Excel.
* A creative thinker, with an interest in advertising and marketing.
* Good written communication skills in print and email.

Other requirements

* Right to work in the UK.
* Must be a current undergraduate student.

Benefits

* 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.
* Development:  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.
* Modern and professional centrally located offices in London, Manchester and Birmingham including perks like free coffee and fruit deliveries.
* Regular opportunities to get together as a whole staff and in your team, including away days, social events and other development events.

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.

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

How to apply

The first stage involves an application form, where we will ask for your details and a few questions regarding your motivations to apply for the role, and your ideas around marketing and promotion. If you are successful, the second stage involves a virtual interview with the recruitment team.

Closing date: Tuesday 31st May at 5pm

Interview date: w/c 13/06/2022

Interview location: online via Zoom

You can email the Recruitment Team if you have any further questions or require any assistance with your application: [recruitment@unlockedgrads.org.uk](mailto:recruitment@unlockedgrads.org.uk)