

# Information pack

SUMMER TRAINER SECONDMENT



November 2019

# Unlocked

## Summer

|                     |                                                           |
|---------------------|-----------------------------------------------------------|
| <b>Closing date</b> | Monday 13 <sup>th</sup> January 2020 at 12.00 pm.         |
| <b>Hours</b>        | Full time                                                 |
| <b>Contract</b>     | Nine week secondment (6th July 2020 – 4th September 2020) |

## The organisation

Unlocked Graduates aims to reduce reoffending and improve rehabilitation in the UK by creating a movement of future leaders across society who are driven to address cycles of reoffending. At the core of the organisation is a two-year leadership development scheme for outstanding graduates. Participants on the graduate scheme work as frontline prison officers for two years while completing a Master's degree.

Unlocked works closely with HMPPS, but is an independent organisation, currently being incubated by the major charity and social business Catch22. We run our own recruitment and training separate from, but validated by, HMPPS. This means the scheme is tailored to our cohort, innovative in its approach, and ambitious in scope. Our graduates do an intensive period of initial training, called Summer Institute. This introduces them to their Master's degree and covers all aspects of POELT.

## The role

The Unlocked Graduates Summer Trainer role is an exciting opportunity to be part of the newest prison officer initial training scheme. Existing POELT trainers will be seconded to Unlocked Graduates for nine weeks during July – September 2020, where they will deliver an adapted version of the POELT course aimed at growing talented prison officers who can tackle prisoner reoffending and become society's future leaders.

It begins with two weeks of staff training, where you will continue to develop your skillset as you learn how to expertly deliver our practice-based approach to training. You will also be upskilled in how to deliver the adapted and revised POELT content used on the Unlocked Graduates programme. You will then train the participants through an intensive six week programme.

Alongside delivering training sessions, you will work with some of our mentoring prison officers (MPOs) to shepherd and guide a group of participants as they make rapid progress and become excellent officers at our Summer Institute.

## Key responsibilities

### Training

- Deliver initial training material at Summer Institute in an engaging, high-quality manner.
- Work with other staff to co-deliver material, and direct support staff appropriately.
- Take on board feedback given about your sessions to improve your delivery.
- Take part in formative peer observations to support colleagues' improving practice.
- Model and promote Unlocked Graduates values and mission throughout all training.

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## Support

- Work with our MPOs to shepherd and guide a group of participant trainees as they make rapid progress and become excellent officers at our Summer Institute.
- Work with other staff and stakeholders at Summer Institute to identify support needs.

## Tracking

- Monitor participants' progress in line with organisational expectations and feed this into the Unlocked Graduates tracking system.
- Report where participants display a cause for concern in line with Unlocked Graduates reporting procedures.

## Assessment

- Provide formative feedback in sessions to support participants to improve rapidly.
- Assess participants' practical skills in summative assessments.
- Document participants' practical skills reliably and consistently.

## Person specification

### Knowledge and experience

- Qualified prison officer.
- Experience delivering or facilitating prison officer training.
- Experience of a range of prison settings.
- Evidence of making a difference to prisoners and the prison service.
- Demonstrable knowledge of best practice in prisons.
- Qualified in delivering Control and Restraint (desirable).

### Characteristics and skills

- Committed to the mission of Unlocked Graduates.
- Excellent verbal communication and relationship-building skills.
- Able to manage expectations, be persuasive, and find solutions to problems.
- Sound judgement of strengths and areas for improvement.
- Purposeful, driven and motivated.
- Optimistic and positive outlook.
- Able to work in a high-pressured environment and take the initiative when things go wrong.
- A reflective self-improver.

## Questions

### Can I apply if I don't have a degree?

Yes! Though our participants will have a degree, you do not need one to be a Summer Trainer and we want a wide range of prison officers, from across adult, women's and youth estates, to be involved in delivering our programme.

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## How is this different from existing POELT training?

Unlocked Graduates training covers all the existing elements of POELT, but is adapted in style and pace to suit the outstanding graduates that will be studying the programme. On top of this accelerated training, university lecturers will give context and a critical awareness, and trainers deliver additional content around advanced communication skills, leadership and reflective practice.

## What characteristics are you looking for?

We're looking for enthusiastic trainers who are excellent at delivering training to prepare new prison officers for their tough job. Absolutely key is the belief in the mission of rehabilitation. Our trainers believe that prison officers make a difference through even the smallest actions when done persistently and consistently.

## I have leave booked over summer. Can I still apply?

We would prefer applicants to be available for as much of the time as possible so that participants have a consistent experience. However, we will still consider applications from people who have leave requirements, and will work with you to make the schedule work.

## What are the terms and conditions?

Since this is a secondment, your pay and conditions will remain the same.

## To make an application

To apply, please fill in this [Expression of Interest form](#).

Applications can be made by email. Applications should be sent to [programme@unlockedgrads.org.uk](mailto:programme@unlockedgrads.org.uk) with the subject line 'Summer Trainer Application'.

If you would like to have an informal and confidential discussion about the role or about the process please contact [programme@unlockedgrads.org.uk](mailto:programme@unlockedgrads.org.uk).

**Closing date:** Monday 13<sup>th</sup> January 2020 at 12.00 pm.

**Interviews:** We will conduct interviews on a rolling basis, so it is in your interest to apply sooner rather than later.

For more information about Unlocked Graduates please visit [our website](#).