

TRAINING CONSULTANT

Reports to	Head of Curriculum
Location	London
Salary	£32,238 - £48,113 (in line with HMPPS Band 5 salary scales and dependent on location)
Hours	Full time or flexible/part-time
Start date	As soon as possible
Contract	4-month fixed term role or secondment
Application closing date	18 th October 16:00

About Unlocked

Thank you for your interest in Unlocked Graduates, and the Training Consultant role.

Unlocked Graduates exists to break cycles of reoffending, with a 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.

The role

This is an exciting developmental opportunity for someone with significant experience working as a high-performing Custodial Manager in prisons. We are looking for an outstanding candidate to take a leading role in planning, developing and delivering a new training programme for prison officers seeking to complete the Custodial Manager Assessment Centre. The role would involve creating synchronous (live) and asynchronous (self-paced) training sessions and resources that will be accessed online by participants, and working with internal and external stakeholders to coordinate and deliver the programme.

The ideal candidate would have current or recent experience working as a Custodial Manager, as well as specific insight into how to be successful at the Custodial Manager Assessment Centre, and experience of developing and/or delivering high quality training.

Our main office is based in London, but remote working can also be accommodated (this will be discussed with candidates on an individual basis). We would be open to secondments (with MOJ or HMPPS salary covered by Unlocked) and are willing to support discussions with managers about facilitating this opportunity.

Role responsibilities

- **Design and develop a new training programme;** for band-3 prison officers who are current participants on our flagship Leadership Development programme. The training programme will be designed to support them to be successful at the Custodial Manager Assessment Centre, and involve designing and delivering resources for synchronous (live) and asynchronous (self-paced) online training.
- **Share your operational expertise;** working as a high performing Custodial Manager, successfully completing the Custodial Manager Assessment Centre process, and developing high-quality training materials.

- **Develop your resource and session development expertise** by designing training materials in line with brand guidelines, with the opportunity to work closely with a curriculum expert, developing skills in curriculum and content design, and sequencing, and coordinating.
- **Building and maintaining strong relationships;** with key external and internal stakeholders to coordinate work to deliver training, and deliver key elements of the participant experience, such as: online video briefings and coaching conversations.
- **Session delivery and logistical support;** including designing internal documents to support trainers and key delivery staff.

Person specification

- Passionate and enthusiastic about Unlocked's mission and values
- Experience working as an impactful Custodial Manager in a prison establishment
- Up-to-date knowledge of the Custodial Manager Assessment Centre process, and relevant sector policies and frameworks, and prominent stakeholders within the sector
- Exceptional attention to detail, and ability to communicate complex topics in a simple way, with precision, accuracy and coherence
- Positive, proactive attitude
- Strong desire to create a quality training experience
- Ability to work independently, proactively and use initiative to complete tasks with minimal supervision
- Computer literate, particularly in Microsoft Word, PowerPoint and Excel
- Experience of developing and delivering high quality training (desirable)
- Understanding of the Unlocked programme (desirable).

How to apply

The deadline for applications for this role is **4pm on 18th October 2023**

First round of interviews will be held during **week commencing 30th October 2023**.

For more information about the role please e-mail gillian.rolet@unlockedgrads.org.uk.