

Unlocked

JOB DESCRIPTION

Training Consultant

March 2022

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Charity No: 1187552 | Company No: 11448853

TRAINING CONSULTANT

Reports to	Head of Curriculum
Closing date	31 st March
Salary	£160/day – paid as a sessional worker on our payroll
Hours	Flexible – ideally 3-4 days a week during our Summer Institute in Leeds
Location	4 th -6 th July in London (essential) 11 th July – 5 th August in Leeds (3-4 days a week) 22 nd Aug – 2 nd Sep in Leeds (3-4 days a week) All travel, accommodation and food is provided
Start date	Mon 4 th July (with potential for 1-2 day of paid prep work before this)
Contract	Fixed-term

About us

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

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. Unlocked Graduates exists to fix this problem. Our mission is to break cycles of re-offending by developing outstanding individuals to lead rehabilitation in prisons and throughout society.

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. So far we have successfully recruited, trained and placed over 500 excellent 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.

Once a year Unlocked holds a Summer Institute (SI), a 6-week residential training programme, based in Leeds. This is the Unlocked version of the Prison Officer Entry Level Training (POELT). Beyond operating a secure, safe and decent establishment, our training adopts a holistic approach to supporting individual desistance. During SI, our trainee participants receive 35 days of training across the seven weeks, which includes five shadowing days in their placement prisons, content for their Master's, the standard POELT material as well as Unlocked additional content. The Unlocked and Master's degree sessions cover a wide range of topics that we feel will enable our participants to be the best prison officers they can possibly be and to support individuals in desisting from crime in the most effective way

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 also means we want to offer higher levels of support. To support your well-being and development you will have regular line manager check-ins. In addition, we provide all food, accommodation and travel to those who support our Summer Institute (SI), and you'll have access to our Mental Health First Aid team on campus.

The role

We are seeking an experienced educator or facilitator with deep understanding of effective professional development. Our Training Consultant will primarily support experienced professionals in the criminal justice system, and prison officer mentors, to deliver initial prison officer training to our new cohort of participants at our Summer Institute (SI).

This role is an exciting opportunity to play a key role in the professional development of our key session facilitators at SI: Mentoring Prison Officers (MPOs) and Summer Trainers. You will lead their facilitation training and induction during our 'train-the-trainer' week, frequently observe them as they lead practice-based learning sessions for our participants, and give targeted feedback on their practice.

In this role, you will work closely with our Head of Curriculum to support facilitators to provide excellent training and use their experience of the criminal justice system to increase participants' understanding of prisons and those held in custody. You will also play a leading role in session quality assurance, and contribute to the evaluation of facilitation and facilitator training.

Dates

Essential

You would be required to support and lead 'train-the-trainer' activities between the 4th and 6th of July in London.

Flexible

You would also be required to support at least three to four days of additional 'train-the-trainer' sessions in the following week (11-15 July), at our SI campus in Leeds.

You would also then support facilitators to deliver training to participants, for at least three days a week, on key weeks during our SI (18 July – 5 August and 22 August – 2 September) in Leeds.

Key accountabilities

Facilitation

- Deliver 'train-the-trainer' sessions to a cohort of facilitators with a varied range of experience
- Facilitate professional development discussions and practice activities
- Model and promote Unlocked Graduates' values and mission through all training
- Support key SI events and provide ad hoc support to the curriculum team

Professional Development

- Observe training sessions and provide targeted feedback to MPOs and Summer Trainers to improve their delivery
- Induct and support new professional mentors for participants
- Observe and monitor session facilitation in line with organisational expectations
- Guide facilitators to reflect on their practice and set actionable professional targets
- Provide objective-driven written and verbal feedback to facilitators

Quality Assurance

- Document facilitator progress and professional targets reliably and consistently using digital tracking tools
- Work with other staff at Summer Institute to identify facilitation support needs
- Give feedback on, and contribute to, the development of train-the-trainer sessions and evaluation processes and tools
- Ensure training and facilitation is inclusive and accessible to all groups
- Contribute to the evaluation of Summer Institute and the participant training curriculum

Person specification

Knowledge and experience

- Significant demonstrable experience of teaching or facilitation
- Deep understanding of how learning is best facilitated
- Demonstrable experience of providing professional support and feedback to educators with varied levels of experience
- Demonstrable experience using and developing evaluation tools
- Experience of managing multiple projects and deadlines
- Computer literate, especially in the use of Microsoft Office and PowerPoint
- Experience leading 'train-the-trainer' workshops is beneficial but not essential
- An understanding of, or interest in, the criminal justice system and/or similar graduate recruitment programmes is beneficial but not essential

Characteristics and skills

- Able to give effective, focused feedback
- Reflects on professional practice and takes pride in the quality of work
- Confident and clear communicator with strong interpersonal skills
- Able to quickly build professional rapport and trust with a range of stakeholders
- Comfortable with public speaking, and leading and supporting in-person events
- Highly organised and reliable

- A high level of attention to detail
- Able to take a 'hands on' approach to tackle ad-hoc tasks as part of a small team
- Resilient and flexible in fast environments and unforeseen circumstances
- Strong belief and enthusiasm for Unlocked Graduates' aims and mission

Other requirements

- Available to work on key dates through the summer in London and Leeds
- 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 aim to select candidates for interview based on their relevant skills, qualifications, or experience.

To make an application

To apply for this role please send an e-mail to gillian.rolet@unlockedgrads.org.uk with:

- A copy of your CV
- A covering letter outlining your suitability for this role

The deadline for applications is **midday on 31st March**.

You can also contact us through the same e-mail address if you would like to have an informal and confidential discussion about the role or about the process.

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