

# Unlocked



## HEAD OF REGION (SOUTH)

Job application pack  
December, 2020

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## HEAD OF REGION (SOUTH)

<b>Reporting to</b>	Programme Director
<b>Salary</b>	£50,000
<b>Hours</b>	Full-time, permanent
<b>Location</b>	London/South East – with remote working and some regional travel expected
<b>Closing date</b>	Monday 11 <sup>th</sup> January, 2021 (midday)

### The organisation

Unlocked Graduates is an award-winning charity which exists to break cycles of re-offending 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. This programme includes mentoring, work placements in partner organisations and a fully-funded master's degree. All of which they take part in while taking on the full duties of a frontline prison officer.

The project grew out of a recommendation in the Coates' Review of prison education. Programme participants are selected through a rigorous and competitive recruitment process which is raising the profile of the prison officer role. Last year the scheme was ranked 36th in the Times Top 100 Graduate Employers list.

We were initially incubated by Catch22, a charity and social business. As of November 2020, we are now an independent registered charity and have ambitious targets for the next 12 months. These include enhancing our programme offer, expanding our fundraising and Partnership work and strengthening our internal systems and processes.

### The role

We are looking for an exceptional individual to take on the Head of Region role in the South. This individual will set the culture, ambition and quality of the programme in the region. They will take responsibility for the performance of the participants in the region, striving to develop staff and systems as appropriate to maximise participants' impact on prisoners and the prison system.

They will attract, train, support and manage a team of regional staff so that they are enabled to provide the exceptional support that empowers participants to be transformative. Line management of Mentoring Prison Officers is a particularly important aspect of the role. The Head of Region should be confident in developing staff to be excellent training facilitators, coaches and mentors. This includes overseeing the delivery of a level 5 coaching and mentoring qualification.

Quality assurance is also an important part of the role. The Head of Region must be confident in robust data collection and leading effective reporting systems, such that the organisation has accurate and actionable information about staff and participant achievements. They must also be able to summarise findings clearly for dissemination with others in the organisation.

The Head of Region will be a critical bridge between the central head office team and the regional team, translating strategic priorities and centrally produced resources to work in the regional context. For this, communication, teamwork and feedback skills are essential.

As a member of the Extended Senior Leadership Team of Unlocked Graduates, and the most senior regional member of staff, it is imperative that the Head of Region shares the passion, drive and work ethic required to make Unlocked's vision a reality. Enthusiasm and empowering others will be critical. This centres around governors of prisons in the local area, both before and during placement, and also includes local organisations and individuals. Gaining the support of important local stakeholders is key for the programme's success.

The Head of Region will also be responsible for planning local events and training. They must be able to handle logistics with ease, so that this aspect of the role does not take a disproportionate amount of time. They have budgetary responsibility for spending in the region and must therefore be responsible and efficient.

Unlocked Graduates prides itself on its high standards, so attention to detail is necessary. Given the scope of the post, organisational skills and immaculate record keeping are required. The Head of Region must feel confident in demanding high standards from others. Ultimately, they will be driven by a relentless pursuit of the mission to reduce the damage of reoffending.

## Diversity

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 not only makes for a stronger team, but should also be celebrated. 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.

## Key accountabilities

### Regional leadership

- Assimilating overall organisation strategy thoroughly and effectively within the regional context in partnership with the senior leadership team, Head of Curriculum and Head of Delivery
- Directing the extent to which centrally produced participant communications and centrally designed training packages are to be regionally tailored, communicating effectively with the wider team to make sure adaptations are co-ordinated and coherent
- Managing the budget for the regional team's resources, training and equipment with prudence

### Cohort development and support

- Recruiting, managing, training and developing a team of Mentoring Prison Officers such that they maximise participant progress and performance
- Promoting high expectations and a culture of leadership among participants in the region
- Maintaining a clear picture of participants' progress and impact over time, implementing effective actions plans, and communicating this clearly within your region and to the central Unlocked Graduates team
- Overseeing the logistics and planning of regional training for participants, including coaching meetings, training sessions and lecture days
- Monitoring regional training delivery – in particular, giving feedback and support to Mentoring Prison Officers – to ensure the quality of training

### Senior stakeholder engagement

- Building and maintaining positive and purposeful relationships with prisons in the region, including with governors of current placement prisons and potential future placement establishments
- Engage middle and senior leaders at current and potential future placement prisons, building understanding and support for the Unlocked Graduates programme
- Working with the External Relations team to create and shape meaningful partnerships with local organisations (corporate and third sector) that can support the programme

## Person specification

### Knowledge and experience

- Understanding of effective teaching and learning, especially facilitation of adult learners
- Able to interpret performance reports, using the data to drive effective decision making
- Experience of mentoring and coaching
- Experience of line management and, in particular, managing performance
- Understanding of public sector graduate leadership development schemes (desirable)
- Knowledge of, or interest in, the prison service and the prison officer role (desirable)

### Characteristics and skills

- Efficient, organised and hard-working
- Passionate about reducing reoffending and positive about the capacity for change
- Able to inspire others and work alongside a diverse group of people
- Takes responsibility for team performance and constantly seeks improvement
- Excellent written and verbal communication skills
- Good at building relationships, gaining support, and holding stakeholders to account
- Able to manage competing priorities and set the direction of a team within a broader context
- Exceptional at leading and developing staff to perform at their best
- Attention to detail and insistent on high quality work

### Other requirements

- Able to regularly visit prisons across London and the South East
- Able to travel to national training events
- Subject to a Disclosure Barring Service (DBS) check

## To apply

To apply, please follow the link below. This will take you to our blind recruiting tool, Be Applied, where you will need to fill in a short application form and upload a CV. *Please note:* to ensure we blind assess applications, the CV will not be reviewed initially. This will only be reviewed for any applicant making it to interview stage.

<https://app.beapplied.com/apply/k9paj8yhfx>

If you would like to have an informal and confidential discussion about the role or about the process, please contact: libby.gray@unlockedgrads.org.uk.

**Closing date:** Monday 11<sup>th</sup> January, 2021. Midday deadline

**First round interviews:** Thursday 15<sup>th</sup> January or Friday 16<sup>th</sup> January

Due to the current Covid-19 restrictions, all interviews will take place via Zoom. A final round interview may take place in person, if possible.

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