

Unlocked

INFORMATION PACK

Director of Ventures
October 2021

DIRECTOR OF VENTURES: KEY FACTS

Reports to	CEO
Manages	Officer role and Venture leads (with possibility to grow team)
Location	London
Salary	£65,000-80,000
Start date	As soon as possible
Closing date for applications	15th November 2021

ABOUT UNLOCKED

Thank you for your interest in Unlocked Graduates, and the role of Director of Ventures.

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. This is the problem which Unlocked Graduates exists to fix.

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.

THE ROLE

The Director of Ventures is a new and exciting opportunity at Unlocked, and forms part of the senior leadership team. You will develop a dedicated directorate within Unlocked focused on amplifying impact, developing new business and system change.

Unlocked needs to be exceptionally high performing because the work we do is both extremely challenging and massively urgent. We always want to have a deeper and broader impact on the whole system because this is what we think is needed to break cycles of reoffending. A large part of our solution is having a system flooded with incredible staff who are enabled to make impact.

As Director of Ventures you will oversee the development of new initiatives which attempt to remove the barriers that participants and ambassadors come up against in prisons. You will also build a strong community of alumni who will always be at the centre of our broader impact as an organisation. You will keep this directorate

relentlessly focused on maximising impact and achieving our mission to break cycles of reoffending.

The ventures team will create and develop innovative ventures. These will be inspired by participant and ambassador feedback about what would enable them to have greater impact. Your team will design and implement a system which enable us to source, launch, and evaluate new ideas which can help participants and ambassadors to break cycles of reoffending. You will then start launching pilots where they are needed.

The second, connected function of your team will be overseeing our ambassador community. There are four parts to this work: reach (communicating with as many ambassadors as possible / actively seeking out where they are), networking (introducing ambassadors to each other, and to other people who can support their work), leadership (identifying and growing leadership within this group), and action (supporting the group to take action).

We want the Director of Ventures to be driven by our mission, to be excited about the potential power of our community to create real change, and to get great enjoyment from solving incredibly difficult problems. If you love building new projects and innovating to see what works, and are excited to oversee the development of a community of extraordinary leaders with the relationships and support to achieve our mission, then this may well be the job for you.

KEY ACCOUNTABILITIES

As explained above, this role covers two key areas: driving innovative project work and building a community with relational power at its centre.

Supporting innovative project work

- Create a structure to support and build new innovations, and those already being developed, including ensuring necessary governance, and getting buy-in from ambassadors.
- Source innovative project ideas which could best deliver the mission.
- Launch new projects, as well as providing support for those leading on existing projects, and holding them to account including ensuring value for money.
- Report to SLT and the board on how this work is developing, and work closely with the CEO and COO on these projects' development.
- Develop impact measures to assess the success of the ventures which Unlocked invests in.
- Build relationships with external partners to make these projects possible, and build momentum around them.

Building relational power

- Draw on collective impact methodology to create an alumni network which is supported to build relational power so they can have impact and achieve our mission.

- Direct training opportunities to support groups of ambassadors to become self-managing, in particular focused on leading networks, and organising networking opportunities.
- Link our alumni to other people in the Unlocked network, and overseeing the organisational relationship with them.
- Track and report on our alumni community to all stakeholders, making sure that we meet any KPIs which are set around this group.

PERSON SPECIFICATION

Mission alignment

- Care intensely about what Unlocked is trying to achieve.
- Be excited to relentlessly maximise our impact, making difficult decisions where necessary and taking the right decision above what is popular.
- Embody an organisation-wide culture of using data to improve insights and performance.
- Be keen to challenge orthodoxies in order to deliver a more effective and efficient model, always refusing to accept unnecessary bureaucracies.
- Believe every problem can be solved, bounce back quickly from setbacks and use them as opportunities to learn.
- Hold yourself and others to account, always remaining open to learn from others

Experience

- Minimum three years operational experience in a fast paced, high growth or entrepreneurial setting. Some start-up experience is desirable.
- Experience of being a disruptor and testing new approaches to problems.
- Experience working with a complex network of stakeholders, such as central government, boards of trustees, and funders.
- Experience of significant budget ownership and setting, and effective implementation across a range of complex projects.
- Proven ability to lead and work across a high performing organisation
- Experience of leading cross-organisational change, with the ability to influence others across a sector including government and other decision makers.

Characteristics and skills

- Ability to build highly motivated teams that deliver excellently.
- A high level of interpersonal skills with the ability to manage external stakeholders
- Deep understanding of public policy and government affairs.
- Detail focused, highly flexible, well organised and analytical.
- Meticulous attention to detail, accuracy and neatness.
- Ability to balance this with big-picture strategic issues.
- Excited to be part of a disruptive, mission focused organisation.
- 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 senior 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 blind assess candidates for interview based on their relevant skills, qualifications, or experience.

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 means you will have more opportunities and get more senior experience than in a bigger organisation.

These demands also mean we want to offer higher levels of support. With that in mind, all employees at Unlocked are offered the following core package of benefits.

Holiday	27 days annual leave plus (by CEO discretion) office typically closes from 25 December to 1 January
Pension	We offer 10 percent employer contribution even if you make no employee contribution. You can also opt to pay more by salary sacrifice if you wish.
Flexibility	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.
Health	Gym membership: discounted gym and fitness membership through Gympass. You can also opt to reduce the employer pension contributions to nine percent in exchange for a £30 a month gym membership subsidy. Cycle to work scheme
Development	We want all of our team to understand our mission and the challenges facing prison officers. 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.
Volunteering	Want to volunteer as a trustee or in some other capacity for a mission-aligned organisation? We support our team to take on these commitments without taking annual leave.
Our staff also tell us they like	Modern and professional centrally located offices in London, Manchester and Birmingham including perks like free coffee and fruit deliveries. For staff working at home we support them to create a workspace and provide technology that enable them to work effectively. Regular opportunities to get together as a whole staff and in your team, including away days, social events and other development events .

HOW TO APPLY

APPLY HERE: [Director of Ventures \(beapplied.com\)](https://beapplied.com)

The first stage of our application is through Be Applied. This allows us to blind screen all applicants in order to best identify who will get through to interview.

The deadline for applications for this role is 9am on 15th November.

First round interviews will be held on 23rd and 25th November.

For more information about the role, please email rebecca.moss@unlockedgrads.org.uk to set up a chat with the CEO or one of the senior team.