

Information pack

Mentoring Prison Officer



November 2017

Unlocked

Mentoring Prison Officer

Report to	Senior Mentoring Prison Officer
Closing date	22nd January 2018, midday
Hours	Full time
Location	Four days a week across two prisons (in London, Buckinghamshire or Oxfordshire), and one day a week in Head Office (London, WC1)
Contract	Two year secondment (1st July 2017 – 30th June 2019)
Salary	You will remain on current pay and conditions. HMPPS will remain your employer.

The organisation

Unlocked Graduates aims to 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 charity 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 sits independently as a charity. 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 a six-week intensive period of initial training, called Summer Institute, at the University of Suffolk. This introduces them to their Master's degree and covers all aspects of POELT. During their first year, participants have fortnightly 3-hour training sessions, weekly 1-to-1 mentoring sessions, and several Master's days.

The role

Mentoring Prison Officers (MPOs) might be the single most important aspect of the Unlocked programme. You'll work with 15-20 prison officers in two prisons, spending two days a week in each establishment. You will support them from day 1 of their training until the end of their two years, coaching them on everything from prison procedures to careers opportunities.

You will run training sessions, group supervisions and 1-to-1 mentoring sessions with the participants, developing them into exceptional prison officers. You'll record and monitor their progress, working with managers and governors in the prisons to get a full picture of your graduates' performance. Other MPOs and your line manager will work with you to support your decision making and planning.

Your own professional development is prioritised: one day a week is spent in Head Office receiving training including a nationally recognised coaching qualification from the Institute of Leadership and Management.

At Summer Institute (our version of POELT training), you'll run training sessions and work closely with POELT tutors to support your groups. Previous experience of facilitation is not required but be ready to develop as trainers during your month induction. Participants build strong relationships with you during this time, and highly value the practical experience you can convey to them.

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Key responsibilities

- Meet with participants weekly to provide 1-to-1 mentoring sessions.
- Facilitate a group supervision in each prison fortnightly.
- Deliver training sessions in each session fortnightly, developing participants' practice as prison officers.
- Track and record participants' progress and any concerns.
- Effectively communicate information about your prisons and participants with the wider programme team.
- Use professional judgement to escalate problems appropriately.
- Challenge and support participants as appropriate to accelerate their development.
- Build and maintain strong relationships with prisons.
- Deliver reflective sessions and training sessions at Summer Institute.

Person specification

Knowledge and experience

- Qualified prison officer.
- Experience of working in a prison and a strong understanding of the prison environment.
- Experience of developing and improving staff.
- Able to use computer systems to monitor participant performance.
- Understanding of or interest in the nature of similar graduate schemes (desirable).
- Experience of a wide range of prison environments, include the female estate, under-18 settings and the high security estate (desirable).

Characteristics and skills

- Passionate about the mission of reducing reoffending, and the Unlocked model.
- Exceptional at relationship building and creating a trusting environment.
- Positive and patient disposition, with a sense of possibility.
- Reflective self-improver who is keen to use feedback and training to develop.
- Able to have difficult conversations, give feedback and find solutions.
- Sound observation skills and judgement of other's strengths and areas of improvement.

Other requirements

- You must be a current HMPPS employee with permission from the governing governor (or equivalent) to go on secondment.
Unlocked can support with this process; please get in touch before applying if you will require this.
- You must be able to attend Summer Institute in Ipswich during July and August each year. All travel, accommodation and subsistence will be provided.
- The role will require travel to your two placement prisons four days a week.
We will endeavour to match MPOs with geographically suitable prisons. Our prisons are located in London, Buckinghamshire and Oxfordshire. We are also recruiting for a prison officer with experience of working with under-18s to work in Rochester.
Detached duty or relocation funding is not available for this position.

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To apply

To make an application, please fill in the expression of interest (EOI) form available at <http://unlockedgrads.org.uk/our-organisation/#head-office-opportunities>. You may need to copy and paste this link for the # symbol to transfer correctly into your browser.

For an informal and confidential discussion about the role, please contact libby.gray@unlockedgrads.org.uk.

The closing date is 22nd January 2018 at 12:00 midday.

First round interviews will be held by phone on the 25th and 26th January. Second round interviews will be held in the week commencing 5th February. There is space in the expression of interest form for you to indicate if your availability will be limited during this time.