

# Information pack

Senior Mentoring Prison Officer



November 2017

# Unlocked

## Senior Mentoring Prison Officer

<b>Report to</b>	Programme Manager (Libby Gray)
<b>Closing date</b>	18th December 2017, midday
<b>Salary</b>	£35-40,000
<b>Hours</b>	Full time
<b>Location</b>	London, WC1 with some travel to placement prisons in and around London
<b>Contract</b>	Permanent

### 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.

Mentoring is central to the success of the scheme. Participants on the graduate scheme work closely with a Mentoring Prison Officer (MPO) from day 1 of their training, until the end of the two years. MPOs are experienced prison officers seconded to Unlocked Graduates. They work with 15-20 participants across two prisons. Unlocked Graduates invests heavily in the MPOs' own development, with a day a week of training and support in Head Office. As part of this package, Unlocked delivers a coaching qualification from the Institute of Leadership and Management.

### The role

As Senior MPO, you will lead a team of MPOs. You will support the MPOs' development so that they can effectively support the participants on the wings. This will include delivering continuing training on being an effective mentor and trainer. You will also maintain an overview of participant progress and co-ordinate their support. We are recruiting for this role some months before your team will begin in July, so that you have time to prepare their training.

### Key responsibilities

- Line manage your team of MPOs.
- Lead delivery of MPOs' initial and ongoing training.
- Monitor, challenge and support MPOs' performance.
- Plan and deliver some elements of training at Summer Institute.
- Co-ordinate POELT trainers work during Summer Institute.
- Maintain oversight over the participants' progress and performance.
- Ensure participants are well supported, and that their well-being and retention is good.
- Build and maintain strong relationships with placement prisons.

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## Person specification

### Knowledge and experience

- Experience of working in a prison and a strong understanding of the prison environment.
- Line management experience.
- Experience of developing and improving staff.
- Able to design well-structured training.
- Understanding of how to deliver effective training.
- Understanding of mentoring.
- 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.
- Optimistic and positive outlook, with a sense of possibility.
- Reflective self-improver who can take initiative when things go wrong.
- Excellent at relationship building and creating a trusting environment.
- Able to have difficult conversations, give feedback and find solutions.
- Analytical and a strong decision maker.

### Other requirements

- Right to work in the UK.
- Subject to security clearance.
- You must be able to attend Summer Institute in Ipswich during July and August each year.

## To apply

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

For an informal and confidential discussion about the role, please contact [libby.gray@unlockedgrads.org.uk](mailto:libby.gray@unlockedgrads.org.uk).

The closing date is 18th December 2017 at 12:00 midday.

First round interviews will be held by phone on the 4th and 5th January. Second round interviews will be held in the week commencing 8th January. There is space in the expression of interest form for you to indicate if your availability will be limited during this time.