

Information pack

Curriculum developer secondment – Youth estate



November 2017

Unlocked

Curriculum developer secondment – Youth estate

Report to	Programme Director (Bodil Isaksen)
Closing date	8th December 2017, midday
Hours	Full time
Location	London, WC1 (and Ipswich for 4 weeks during the summer)
Contract	Eight month secondment (9th February – 8th September)
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. However, we make use of our independence from HMPPS to deliver the content in innovative, research-informed ways.

The role

As curriculum developer, you will be refining and improving our existing scheme of work for Summer Institute. You will ensure our resources are of an exceptionally high standard and fully prepare the graduates for working as a prison officer. Working closely with the Unlocked team to fully integrate our vision, you'll be designing and implementing new approaches to training.

By transitioning into our Summer Trainer role for the final two months of your secondment, you'll be able to see your materials in action, delivering the content to our participants.

We are expanding into Secure Training Centres and YOIs for under-18s. A central part of your role will be developing the curriculum for the participants going into the youth estate.

You will work closely alongside HMPPS, particularly the design team at Newbold Revel, who will fully support you with the information and resources you need to create an exceptional set of resources.

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Key responsibilities

- Amending, improving and creating training resources for Unlocked participants who will be placed in a wide range of prison settings.
- Designing and creating training resources specifically for participants going into the youth estate.
- Performing quality assurance of materials.
- Reporting on progress and quality of materials both internally and to HMPPS.

Person specification

Knowledge and experience

- In-depth understanding of what excellence in the prison officer role looks like.
- Detailed knowledge of the current training for prison officers.
- Good knowledge of the particular needs and challenges of working with under-18s.
- Proficient with Microsoft Office, creating documents that are clear and well designed.
- Good understanding of how excellent training is created.

Characteristics and skills

- Passionate about the mission of reducing reoffending and the Unlocked model.
- Excellent written communication skills.
- Good at seeking and taking feedback.
- Reflective self-improver who can take initiative when things go wrong.

Other requirements

- Current HMPPS employee.
- Availability from 30 July–7 September to attend Summer Institute in Ipswich/London.

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 for the # symbol to enter correctly in your browser.

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

The closing date is 8th December 2017 at 12:00 midday.

First round interviews will be held by phone on the 11th and 12th December. Second round interviews will be held in the week commencing 15th December. There is space in the expression of interest form for you to indicate if your availability will be limited during this time.