

# Application pack

Recruitment Officer



May 2017

## Recruitment Officer

<b>Report to</b>	Recruitment Director
<b>Closing date</b>	29 <sup>th</sup> May 2018
<b>Salary</b>	£25,000 - £27,000 dependent on experience
<b>Hours</b>	Full time
<b>Location</b>	London, WC1
<b>Contract</b>	Permanent

## The organisation

Unlocked Graduates is a new organisation that offers top graduates and career changers a ground-breaking opportunity to work in prisons as officers for two years. During this time, participants will focus on breaking cycles of re-offending and giving second chances to those who lacked opportunities earlier in life, alongside completing a rigorous leadership development training programme. The skills they learn will propel them into leadership roles in a range of sectors when they complete the scheme. We want to see a country where prisons successfully rehabilitate, and reoffending rates are significantly lower.

## Our mission

The aim of Unlocked Graduates is to break cycles of re-offending by developing outstanding individuals to lead rehabilitation in prisons and throughout society.

## The role

We are looking for a dynamic and highly-motivated individual to join our Recruitment team. You will play an important role in attracting and selecting the highest quality applicants to work in prisons with Unlocked Graduates.

The Recruitment Officer is responsible for supporting the delivery of our recruitment strategy to attract high-calibre candidates to the role of a prison officer and guide them through all stages of the process: from initial attraction of applicants through university careers and off-campus events, to screening and assessing candidates and supporting them up until the point that they start the programme. As a young organisation, you will play a key role in building our brand and increasing awareness of this career opportunity for graduates. The position offers an exciting mix of hands-on attraction work, systems development, data analysis, stakeholder management, and wider input into the work of a start-up organisation.

If you've got what it takes to build an effective and high-profile organisation, you'll join a charity with opportunities every day for new achievements and experiences.

## Key accountabilities

### Attraction

- Build our brand by running events and presentations, encouraging students and graduates to join Unlocked.
- Manage relationships with key stakeholders at university careers services and with student organisations. This may include attending and presenting at external meetings and liaising and negotiating with stakeholders to support our recruitment goals.
- Develop and deliver recruitment activities in order to maintain and grow a pipeline of high-quality applicants.
- Ensure the Unlocked mission, values and messaging are consistently applied in a way that encourages high quality applications.
- Ensure maintenance of detailed records and databases to continuously evaluate and improve the recruitment campaign.
- Continuously reflect and evaluate success on campus to ensure we deliver value for money and effective use of resources.
- Report on and evaluate the pipeline from your different university campuses.
- Act as a relationship contact for successful participants, supporting them in the onboarding process up until they begin the programme.

### Selection

- Take a hands-on role in screening applications and selecting candidates at assessment centres, in line with Unlocked Graduates' competencies.
- Support the co-ordination and processing of all aspects of the screening and assessment process.
- Facilitate assessment days to provide a positive candidate experience.
- Support the development of participant selection exercises and tools.
- Contribute to training of internal and external assessors.
- Deliver feedback calls to unsuccessful applicants.
- Ensure recruitment practices are carried out consistently, efficiently and fairly to achieve a best practice selection process

## Person specification

### Knowledge & Experience

- Strong belief and enthusiasm for Unlocked Graduates' aims.
- Knowledge of the graduate recruitment cycle and the processes it involves.
- Experience of working with a range of stakeholders.
- Experience of working within a university, recruitment or careers setting or directly with students or career switchers.

- Experience of delivering to targets.
- Project management experience of delivering projects with a clear goal.
- Experience in the use of candidate management systems (desirable).
- Understanding of the role of a prison officer (desirable).

## Characteristics and skills

- Exceptional interpersonal skills, with the ability to build strong relationships internally and externally.
- Excellent written and verbal skills.
- Strong collaboration and team-working skills with an ability to work well in a small team.
- Sound analytical skills with the ability to make critical judgements and take decisions.
- Capacity to use your initiative to overcome obstacles.
- Positive and pro-active attitude.
- Commitment to the goals and values of Unlocked.
- Ability to work independently, with conflicting demands, in a high-pressured environment.
- Flexible, highly-organised and able to prioritise work to meet deadlines.
- A team player, who is willing to deliver practically on the ground and be hands-on.
- Regularly evaluates own performance to build on strengths and identify areas to improve.

## Other requirements

- Right to work in the UK.
- You will need to be committed to travelling to other regions and UK universities throughout the recruitment season. This may involve occasional evening events and weekend work.

## To make an application

To apply, please send a **CV and a letter of application** explaining your interest in this post and how you meet the points in the person specification above. Please also give details of two referees and kindly complete the equal opportunities monitoring form attached.

**Applications can be made by email.** Applications should be sent to [maria.donovan@unlockedgrads.org](mailto:maria.donovan@unlockedgrads.org)

If you would like to have an informal and confidential discussion about the role or about the process please contact [hello@unlockedgrads.org](mailto:hello@unlockedgrads.org).

# Unlocked

**Closing date:** Tuesday 29<sup>th</sup> May

**Interviews:** w/c 4<sup>th</sup> or 11<sup>th</sup> June

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

## UNLOCKED GRADUATES: EQUALITY AND DIVERSITY POLICY

### Statement of Intent

Unlocked Graduates recognises that certain individuals and groups are discriminated against on grounds of disability, race, ethnic origin, culture, socio-economic background, gender, sexuality, sexual orientation, religion or belief, creed, marital status, age and working pattern/employment status. Unlocked Graduates is committed to working towards eliminating discrimination in its work and its employment policies and practices.

Recognising that passive policies will not achieve change, Unlocked Graduates will through regular monitoring of policies and practice take active steps to combat discrimination.

### EQUAL OPPORTUNITIES EMPLOYMENT MONITORING FORM

Unlocked Graduates is committed to working towards the eliminating discrimination in its work and its employment policies and practices. Job applicants are selected solely on merit. So that we can try to ensure that our recruitment and selection procedures do not discriminate we ask all applicants to fill out this monitoring form and return it to us. You do not have to answer these questions and your application will not be adversely affected if you choose not to answer. We would, however, value your help in our efforts to ensure that our practice is not discriminatory.

Gender: Male  Female  Prefer not to say

Age:

Please say where you saw this post advertised.....

Do you consider yourself to have a disability? YES/NO

Are you registered disabled? YES/NO

How would you describe your racial/cultural origin?  
(This list is the one suggested by the Commission of Racial Equality)

White	<input type="checkbox"/>	Irish	<input type="checkbox"/>
Black/African	<input type="checkbox"/>	Black/Caribbean	<input type="checkbox"/>
Black/Other	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	Other*	<input type="checkbox"/>

\*Please write in if your background is not represented in this list or you choose not to use these classifications.

How would you describe your sexual orientation?

Heterosexual	<input type="checkbox"/>	Gay man	<input type="checkbox"/>
Gay woman / lesbian	<input type="checkbox"/>	Bisexual	<input type="checkbox"/>

THIS FORM IS CONFIDENTIAL AND WILL NOT BE SEEN BY ANYONE INVOLVED IN THE SELECTION PANEL