

# Application pack

Research and Impact Officer (FTC)



May 2018

## Research and Impact Officer (FTC maternity cover)

<b>Report to</b>	External Relations Director
<b>Closing date</b>	Friday 8 June 2018 at 9am
<b>Salary</b>	c. £23-25k dependent on experience
<b>Hours</b>	Full time
<b>Location</b>	London WC1, with up to 4 weeks in Ipswich (travel and subsistence costs covered)
<b>Contract</b>	4 months
<b>Start date</b>	June 2018

### The organisation

Unlocked Graduates is a charity that aims to change the way we develop society's future leaders, as well as how we think about prisons and prisoners by focusing on rehabilitation, and addressing the damage and cost of reoffending.

At the core of Unlocked Graduates is a new leadership programme that will get top graduates into prisons working as frontline prison officers for two years. The project grew out of a recommendation in the Coates Review of prison education.

Our participants will be asked to focus on rehabilitation and breaking cycles of re-offending to give second chances to those who lacked opportunities earlier in life. This work will form part of their studies for a master's degree which they will complete while taking on the full duties of a frontline prison officer. At the end of the programme they will be asked to develop policy ideas that they think have the potential to influence systemic change.

It's a model we know can work to improve public services – recent research on the Teach First scheme credited their work for a measurable improvement in London schools.

We want the programme to raise the status of a currently invisible and undervalued public service by attracting a different kind of leader to work in prisons and help identify ways to reform the prison system, reduce re-offending and improve rehabilitation. We also want our participants to consider entering other professions and sectors at the end of the two years and are building corporate relationships to offer such opportunities.

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

### The role

You will use your analytical skills to understand how Unlocked is making a difference, and communicate this to others. And as part of a small team, you will get involved with a range of projects (including Summer Institute, a large-scale training event), gaining broader experience of the charity and criminal justice sectors.

## Key accountabilities

1. Analysis and research to support Unlocked's work. You will analyse our recruitment and programme data; analyse public data on prisons and prisoners; and work with others in the External Relations team to communicate our work to the Ministry of Justice, funders, and the wider public. (40%)
2. Evaluating the training and logistics of Summer Institute. You will work with the Programme team and follow an existing project plan, which includes delivering and analysing surveys, analysing assessment data, and ideally conducting interviews or focus groups. (30%)
3. As part of a small and fast-paced organisation, you will also provide general administrative and project management support in the run-up to, during and after our Summer Institute. This may include overseeing elements of logistics, managing visits or event and monitoring and feeding back on training. (30%)
4. Effective handover of work at the start and end of the role.

## Person specification

### Knowledge and experience

#### Essential:

- Excellent numeracy and quantitative analysis skills, with demonstrable experience analysing varied datasets to identify patterns and draw conclusions.
- Strong written communication and presentation skills, with the ability to translate statistical findings into everyday language.
- Good knowledge of data protection and research ethics.
- Computer literate, especially in the use of Microsoft Office with excellent Excel skills.
- Experience of administering online surveys.

#### Desirable:

- Skilled in qualitative data collection and analysis, particularly depth interviews and focus groups.
- Experience with data visualisation and report writing for a wide audience.
- Experience using Salesforce (or a similar CRM platform) and SurveyMonkey (or a similar survey platform).
- Knowledge of the criminal justice system and/or similar graduate recruitment programmes.

### Characteristics and skills

- Strong belief and enthusiasm for Unlocked Graduates' aims and mission.
- Methodical, organised and able to work with attention to detail.

- Able to work on own initiative and prioritise workload in a busy team environment.
- Able to develop and maintain relationships with a wide range of contacts at all levels both internally and externally.
- A team player, who is willing to deliver practically on the ground and be hands-on.
- Adaptable: you will be asked to use your initiative, work across our teams and complete a wide variety of projects.

## Other requirements

- Able to travel to and stay in Ipswich for several nights during the four weeks (30 July – 10 August, and 27 August – 7 September, excluding weekends). Unlocked will cover all related costs, including travel, accommodation, and 3 meals a day.
- Right to work in the UK.

## To apply

Please send a CV (up to two pages) and a letter of application (one page), explaining your interest in the post and how you meet the person specification, to [jobs@unlockedgrads.org.uk](mailto:jobs@unlockedgrads.org.uk).

Please also tell us:

- Details of two referees (we will not contact them without your consent)
- Where you heard about this role
- Your current salary
- Your available start date

And kindly complete and send the [equal opportunities monitoring form](#).

**Closing date:** Friday 8 June at 9am (interviews may start before this date so it is recommended to apply as early as possible).

**Interviews:** Please state in your application any limits on your availability for interview.

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