

Information pack

ONLINE SCREENER



July 2020

Unlocked

Online Screener

Report to	Selection Officer/Recruitment Director
Closing date	9am Friday 14 th August 2020
Salary	£20/hour (approx. 3-4 hours work a week)
Hours	Part time
Location	Remote
Start date	September 2020
Contract	Temporary: September – February

The organisation

Unlocked Graduates is an award-winning organisation 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 leadership programme, funded by HMPPS and our charitable supporters, 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 are 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.

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.

At Unlocked Graduates we are committed to recruiting a diverse intake of graduates to the programme as we believe this will benefit the workforce in prisons, with a focus on attracting graduates from Black, Asian and Minority Ethnic backgrounds. We therefore look for diversity in our recruitment team to be able to ensure a fair and equal process for all applicants and would particularly welcome applicants from these backgrounds, as well as from those with lived experience of the criminal justice system.

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.

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The role

We are looking for a team of online screeners to work with the Recruitment team from September 2020. Your role as an assessor will be key in selecting the best candidates to join Unlocked Graduates and make an impact as prison officers over the course of the two-year programme.

The selection process prior to assessment centre involves a Situational Judgement Test and a video interview.

Application screening

We are expecting to receive between 1000 and 1500 video interviews for our programme this recruitment season. Application screeners will be involved in assessing the video interview stage of the process, whilst taking into account the score from the Situational Judgement Test. We accept applications on a rolling basis so the amount of work will vary depending on the number and timing of when we receive applications. It is estimated that you will work for approximately three to five hours a week but please be aware that this may fluctuate.

You will need to:

- Have the right to work in the UK for the duration of this role
- Attend the relevant training for you to be successful in the role
- Be prepared to screen several applications on a regular basis and have time available every couple of days to screen
- Have the relevant equipment (laptop/desktop) to work remotely
- Understand that the amount of work available may be inconsistent during the recruitment season – e.g. busy around application deadlines but quieter in the lead up to these
- Respond quickly to requests and be clear with your communication with the Recruitment Director and/or Selection Officer
- Be trustworthy and reliable, completing screening in a timely manner
- Have sound judgement and the ability to be objective
- Confidently make decisions on candidates' strengths and weaknesses and how these correlate with our attributes
- Be committed to the Unlocked vision and values

As a screener you will be paid £20/hour that you work. You will be required to complete a timesheet on a monthly basis. You will have fortnightly check-ins with the Recruitment Director and/or Selection Officer to ensure that you are meeting targets in terms of timings and consistency of judgements.

Desirable skills and knowledge

We would like applications from those who have some or all of the following:

- Experience in selecting and recruiting candidates
- Experience in judging candidates according to a competency matrix
- Previous experience in training or assessment
- A passion and enthusiasm for our vision as an organisation
- An understanding of the prison officer role
- Knowledge of the graduate recruitment cycle

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How to apply

To apply, please follow the link where you will need to fill in a short application form and upload a CV: <https://app.beapplied.com/apply/aca0n7pzkg>

If you would like to have an informal and confidential discussion about the role or about the process please contact hello@unlockedgrads.org.uk.

Timetable

Closing date:	9am Friday 14 th August
Interviews (via Zoom):	w/c Monday 17 th August

Applications will be assessed as they are received.

Please let us know if you will have any limits on your availability during this time. For more information about Unlocked Graduates please visit our [website](#).