

Information pack

Research Analyst

November 2017



Research and impact officer / manager

Report to	External Relations Director
Closing date	Monday 18th December
Salary	Competitive dependent on experience
Hours	Full time
Location	London, WC1
Contract	Permanent

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.

The role

This is a new role that will be the first building block in a central research and evaluation function at Unlocked Graduates. It will have three key elements:

1. To monitor and measure the impact of the Unlocked programme at a person, prison and societal level
2. Provide a central research support function to our participants, reviewing and assessing the strength of their research findings and policy recommendations.
3. Improve institutional learning to drive continuous improvement and direct funding decisions.

Key accountabilities will include the following:

- Maintain or quickly build a deep understanding of the publicly available data sets that measure prisoner outcomes and prisons as well as a broad understanding of criminal justice policy debates.
- Develop standard analyses to benchmark Unlocked performance and impact around these measures both qualitatively and quantitatively.
- Ensure that all data needed from the frontline of our programme is being effectively collected in ways that allow for effective analysis.
- Build policy and research links across the criminal justice sector.
- Project manage regular impact reporting, including an annual report and more frequent update reports designed to support recruitment and external relations teams as well as demonstrating impact to funders.
- Provide defined support to Unlocked participants as they shape research projects to ensure they are aware of existing resources and best practice.
- Review and assess the quality of participants' research, outcomes and policy recommendations.

Person specification

Knowledge and experience

- Excellent numeracy and data analysis skills, with demonstrable experience analysing large data-sets to identify and interpret trends and patterns.
- Experience in a range of qualitative data collection and analysis processes.
- A creative approach and the ability to create effective solutions with limited resources
- Good written communication and presentation skills with the ability to translate statistical findings into everyday language.
- Computer literate, especially in the use of Microsoft with excellent Excel skills. A knowledge of Salesforce, SPSS and other research packages would also be desirable.
- Experience with data visualisation and report writing for a wide audience. (Desirable)
- Experience of project managing external evaluators. (Desirable)
- An understanding of or interest in the criminal justice system and/or similar graduate recruitment programmes. (Desirable)

Characteristics and skills

- Strong belief and enthusiasm for Unlocked Graduates' aims and mission.

- The ability to develop and maintain relationships with a wide range of contacts at all levels both internally and externally.
- A creative approach and self-starting ability to create effective solutions with limited resource while managing multiple deadlines..
- Methodical, organised and able to work with attention to detail.
- Ability to work on own initiative and prioritise workload in a busy team environment.
- 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.
- Willingness to travel within the UK – including overnight stays, evening events and weekend work.

To make an application

To apply, please send a **CV and a letter of application** which explains your interest in this post and how you meet the points in the person specification above.

Please also tell us:

- Details of two referees (these will not be contacted without your prior knowledge).
- Where you heard about this role.
- Your current salary.

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

Applications can be made by email. Applications should be sent to jobs@unlockedgrads.org.uk.

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

Closing date: Monday 18th December (midday)

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