

Information pack

Summer Trainer



November 2017

Unlocked

Summer Trainer

Report to	Senior Mentoring Prison Officer
Closing date	22nd January 2018, midday
Hours	Full time
Location	Ipswich and London
Contract	Eight week secondment (16th July 2017 – 8th September 2017)
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. During their first year, participants have fortnightly 3-hour training sessions, weekly 1-to-1 mentoring sessions, and several Master's days.

The role

Summer Trainers are instrumental during our Summer Institute. You'll work with 15-20 prison officers who are due to work in two prisons. As a current or recent POELT tutor, you will be responsible for delivering much of the core content. This covers the same objectives as standard POELT training, but is structured and delivered differently. There is a big focus on rehabilitative opportunities and the Unlocked mission. You'll have two weeks of train-the-trainer to upskill you on how our training is different from POELT.

You will be paired with a Mentoring Prison Officer (MPO) to deliver exceptional training. The MPO is an experienced officer seconded to work as a mentor for Unlocked for two years. Unlocked has a real sense of community and we're proud of the trusting relationships that participants build with Summer Trainers. Participants highly value the practical experience you can convey to them. This is an exciting opportunity to be on the forefront of new training developments in the prison service, with an emphasis on scenario-based learning, feedback for tutors, and the opportunity to specialise.

Unlocked

Key responsibilities

- Deliver training sessions to participants.
- Plan and prepare any delivery of sessions by familiarising yourself with the training materials.
- Assess participants during practical assessments.
- Mark the participants' portfolios and exams.
- Track and record participants' progress and any concerns.
- Attend regular meetings with the wider team to share information and best practice.
- Collaborate with your assigned Mentoring Prison Officer to support participants.

Person specification

Knowledge and experience

- Current or recent POELT tutor.
- Experience of working in a prison and a strong understanding of the prison environment.
- Experience of developing and improving staff.
- Knowledge of common areas that new prison officers struggle with.
- Able to use computer systems to monitor participant performance.
- Experience of a wide range of prison environments, include the female estate, under-18 settings and the high security estate (desirable).

Characteristics and skills

- Passionate about the mission of reducing reoffending, and the Unlocked model.
- Clear and engaging delivery style when training.
- Exceptional at relationship building and creating a trusting environment.
- Reflective self-improver who is keen to use feedback and training to develop.
- Able to have difficult conversations and find solutions.
- Sound judgement of other's strengths and areas of improvement, able to give feedback and know when problems need to be escalated.

Other requirements

- You must be a current or recent POELT tutor with permission from your line manager to go on secondment. Unlocked can support with this process; please get in touch before applying if you will require this.
- You must be available for the duration of the secondment. Unfortunately we cannot accommodate annual leave during this time because we do not have the capacity to provide cover for your groups except in exceptional circumstances.

Unlocked

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>.

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

The closing date is 22nd January 2018 at 12:00 midday.

First round interviews will be held by phone on the 25th and 26th January. Second round interviews will be held in the week commencing 5th February. There is space in the expression of interest form for you to indicate if your availability will be limited during this time.