

Summer Internships

Unlocked Graduates



February 2018

Summer Internship role

Salary	London Living Wage (£10.20/hour)
Hours	9am – 6pm, Monday – Friday
Duration	2-3 weeks depending on availability
Location	London, WC1
Contract	Temporary

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 inside, 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

Interns are a valuable part of our team and work across all areas undertaking a range of tasks and responsibilities. The successful candidates will provide a range of support, mainly to the recruitment and communication teams, including:

- Event organisation and support
- Research tasks
- Stakeholder communication via telephone and email
- Supporting the administration of the organisation's work
- Building our social media profile for the new recruitment year
- Providing insight on our current marketing strategy

Candidates must be passionate about Unlocked Graduates' mission and values and be able to demonstrate the following:

- Enthusiasm – we expect our interns to be passionate about our work and be able to thrive in this fast-moving start-up environment.
- Impressive communication skills – our interns communicate with a wide variety of individuals and stakeholders in person, over the phone and in writing.
- Adaptability – our interns are asked to use their initiative, work across our teams and complete a wide variety of projects.

- Excellent organisational skills – our interns need to be able to prioritise their workload and manage their time efficiently.
- Attention to detail – our interns will need to complete both written and data-related tasks with precision, ensuring accuracy and coherence across all of their work.
- Professionalism – our interns need to be able to represent Unlocked Graduates in a professional and appropriate manner in any situation.

We are looking for an outstanding candidate to take on this exciting and varied role. We offer the opportunity to get involved with a wide range of activities within an organisation that will help recruit, train and develop exceptional prison officers across England.

Other requirements

- Right to work in the UK.
- Due to the nature of our work, successful candidates may be required to travel to other parts of the country.

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 role description above.

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

If successful, you will be invited to our interview stage. This may be on the telephone or in person, depending on availability.

Closing date: We will remain open for applications until the early summer.

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