

Application pack

Programme Internship



June 2018

Programme Internship

Report to	Programme Director
Closing date	7 November 2018 at 9am
Salary	£19,890 FTE
Hours	Full time
Location	London, WC1
Start date	1 st February 2019
Contract	8 months (until 30 th September 2019)

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. Unlocked Graduates wants 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 an invaluable part of our team and work across all areas, undertaking a range of tasks and responsibilities. The successful candidate for this role will work closely with the Programme team to plan, deliver and evaluate programme events, gaining broad experience in event coordination and project management, as well as a specific insight into the training required to become an exceptional prison officer.

Key accountabilities

- Sourcing appropriate training venues, accommodation and catering
- Working within a budget and sourcing good value for money
- Coordinating sourcing, delivery and organisation of resources and training materials
- Relationship management with guest speakers and external organisations
- Being a key point of contact for participants and guests, anticipating and answering queries
- Drafting communications to participants
- Designing internal documents (E.G. guidance, FAQs, itineraries) to support trainers and Head Office staff
- Implementing on-the-day logistics
- Coordinating RSVPs and post-event survey responses
- Displaying enthusiasm for the Unlocked Graduates mission

Person specification

Essential

You must be passionate about Unlocked's mission and values, and be able to demonstrate the following:

- Organised – able to prioritise and manage your time effectively
- Able to build productive working relationships with key contacts and suppliers
- Attention to detail – able to complete both written and data-related tasks with precision, ensuring accuracy and coherence across all of your work
- Keen desire to create a quality training experience
- Excellent team work within and across teams
- Flexible and eager to get stuck in
- Computer literate, particularly in Microsoft Word and Excel
- Good written communication skills in print and email

Desirable

- Experience of Salesforce, Mailchimp and Survey Monkey

Other requirements

- Right to work in the UK

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 that will help recruit, train and develop exceptional prison officers across England.

To make an application

To apply, please send your CV and cover letter 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 Rebecca Moss using the contact details below:

Email: rebecca.moss@unlockedgrads.org.uk

Mobile: 07988272140

Closing date: Wednesday 7th November 9am

Interviews: W/C 12th November

Please state clearly in your application any limits on your availability to interview.

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