

Application pack

External Relations Research Intern

Friday, 30 November 2018



External Relations Research Intern

Report to	Fundraising Manager
Closing date	17th December 2018 midday
Salary	£19,890 FTE
Hours	Full time
Location	London, EC4
Contract	6 months

The organisation

Unlocked Graduates is an independent 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, while 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 all members of the External Relations team providing research and administrative support for three key strands of work:

- Media and digital content
- Fundraising and partnership building
- Policy and impact evaluation

This will be a great opportunity to gain experience in all aspects of an integrated external relations function while directly supporting our work to drive applications and build the reputation of Unlocked.

Key accountabilities

This will be a varied and flexible role with lots of opportunities to take on projects dependent on abilities. There will be a range of general administrative tasks including monitoring phones and enquiry emails but the focus will be on:

Fundraising

- Researching potential fundraising prospects and maintaining cultivation plans for existing contacts
- Drafting fundraising approach letters and bids
- Supporting the delivery of occasional high-profile events

Communications

- Researching media and advertising opportunities
- Drafting and disseminating content for web, newsletters and social media channels
- Monitoring media

Research

- Supporting evaluation and impact work by conducting desktop research into key policy and practice issues
- Collecting and analysing data.

Person specification

Candidates must be passionate about Unlocked's mission and values, and be able to demonstrate the following characteristics.

- Enthusiasm: you must be passionate about reducing reoffending and able to thrive in this fast moving policy environment.
- Adaptability: you will be asked to use your initiative, work across our teams and complete a wide variety of projects.
- Excellent organisational skills: you will need to be able to prioritise your workload and manage your time efficiently.
- Attention to detail: you will need to complete both written and data-related tasks with precision, ensuring accuracy and coherence across all of your work.
- Professionalism: you will need to be able to represent Unlocked Graduates in a professional and appropriate manner in any situation.
- Computer literate, especially in the use of Microsoft Word, Excel and PowerPoint.
- Knowledge and understanding of social media platforms (desirable).
- Interest in contemporary discussions of media, politics and the criminal justice system (desirable).

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 a cover letter explaining why you are interested in this role and how your experience matches our requirements to jobs@unlockedgrads.org.uk.

Unlocked

If you would like to have an informal and confidential discussion about the role or about the process please contact Ally Steel at: ally.steel@unlockedgrads.org.uk

Closing date: Monday 17th December at Midday. Please note that we recruit interns on a rolling basis and may start holding interviews before the application deadline.

Interviews: Please state clearly in your application any limits on your availability for interview.

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