

Summer Institute intern

Job description

December 2018



Summary

Role	Summer Institute intern
Pay	£330 a week (meals and accommodation can be provided free of cost)
Location	Ipswich
Dates	Logistics intern: 27th May to 5th September (minimum 2 weeks, maximum 15 weeks) Classroom intern: 15th July to 5th September (minimum 2 weeks, maximum 8 weeks)

About the role

Unlocked Graduates is running residential training this summer, training graduates to become inspiring leaders and prison officers.

We have appointed qualified prison officers to lead our training. We are now looking for team players who can work alongside them to bring the training to life.

We require two types of intern:

- Logistics intern: supporting our project management team with set-up and delivery of residential elements (e.g. setting up accommodation, sorting equipment, organising cleaning)
- Classroom intern: supporting trainers to run sessions, using personal anecdotes and examples, and modelling realistic prison scenarios.

Summer Institute interns will support trainers during sessions, set-up and logistical help outside of sessions, and advocates of the Unlocked Graduates values throughout.

We welcome applications from people who have convictions.

About Unlocked Graduates

Unlocked Graduates aim to attract high-calibre graduate talent to work in the UK prison service and inject new ideas, insights and energy into the rehabilitation of prisons: to lead subtle changes on the inside that deliver huge benefits on the outside.

We are aiming to change the way we develop future leaders, as well as how we think about prisons and prisoners, by focusing on rehabilitation and addressing the terrible damage and cost of reoffending.

Unlocked Graduates offers a unique two-year leadership development programme aimed at training graduates to become inspirational and supportive leaders. Serving as a prison officer, the participants build these skills through a bespoke training programme.

About the job duties

Typical tasks of a curriculum intern might be:

- Setting up classroom resources ready for a reflective session
- Assisting trainers with demonstrating skills
- Using real-life examples illustrate the training content
- Championing the Unlocked values in every conversation with participants

Typical duties of a logistics intern might be:

- Directing participants to where they need to be
- Making training run smoothly, from moving chairs to arranging for printing of resources
- Ensuring a welcoming and comfortable environment:
- Managing the relationship with our caterers, restocking tea and coffee, sending over lunch requests
- Uploading and recording expenses

The role is collegiate and varied: you'll be working on a team of other interns and teamwork is crucial. We're looking for people who will get stuck in wherever they're needed.

Logistics and dates

Summer Institute interns are required to work up to 37.5 hours a week Monday to Friday for one-week periods between 15th July and 5th September. You may apply to work for any, some or all of the weeks in this period.

Summer Institute associates will be paid £330 per week. Board of 3 meals a day will be provided and there is capacity for accommodation to be provided in Ipswich.

We will also be recruiting a logistics intern to work at our Head Office in London from 27th May to 15th July in addition to working the full 8 weeks of Summer Institute in Ipswich.

Application process

If you are interested in applying for the role, please send an email to programme@unlockedgrads.org.uk with a copy of your CV and a brief statement or letter that includes:

- a) The dates you are available
- b) Where you heard about the role
- c) An explanation of why you are interested in the role
- d) The skills you would bring to the role

And kindly complete and send the [equal opportunities monitoring form](#). Applications should be sent with the subject line **Summer Institute Intern**.

The closing date for applications is **Monday 1st April 2019**. Interviews will be held on a rolling basis and we may close applications prior to this if we fill all vacancies.