

## WE'RE LOOKING FOR GRADUATE INTERNS

### JOB DESCRIPTION - GRADUATE INTERNSHIP

Work at our head office in London for 6 months supporting the recruitment of our next cohort for Unlocked Graduates.

#### Benefits of the role

- Paid London Living Wage (£10.55/hour)
- Work in central London for an exciting and fast-growing charity
- Develop a range of skills including project planning, organisation, marketing and communication, networking and working within a team
- Play a key role in building awareness of the positive work that goes on in prisons and how society can aid in the rehabilitation of prisoners

#### What it involves

- Contracted from September 2019 - March 2020
- Managing recruitment systems to ensure we are running an efficient process
- Coordinating organisation of resources and training materials
- Relationship-management of candidates coming through the recruitment process
- Being a key point of contact for general recruitment enquiries
- Drafting communications to interested applicants
- Designing internal documents (e.g. guidance, FAQ) to support assessors and Head Office staff
- Implementing on-the-day logistics at assessment centres
- Displaying enthusiasm for the Unlocked Graduates mission
- Supporting the organization and delivery of recruitment events on campus and with career changers
- Management of onboarding processes to ensure candidates are ready to start the programme

## What we are looking for:

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

- Organised and 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 candidate journey 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

## Are you eligible?

You will need to be:

- A graduate or graduating in time to start the role full-time in September 2019
- Eligible to work in the UK for the duration of the role
- Available for an interview in May/June

## How to apply

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 [hello@unlockedgrads.org.uk](mailto:hello@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.

You can email the Recruitment Team if you have any further questions: [hello@unlockedgrads.org](mailto:hello@unlockedgrads.org)