

WE'RE LOOKING FOR SUMMER INTERNS

JOB DESCRIPTION - SUMMER INTERNSHIP

Join us for two weeks in the summer to develop skills and work with an exciting and growing organisation that aims to make changes to the prison system.

Benefits of the role

- Paid London Living Wage (£10.55/hour)
- Work in central London for an exciting and fast-growing organisation
- Develop a range of skills including written and verbal communication, working in a team, using your initiative, planning events
- 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 for 2-3 weeks depending on availability
- Being a key point of contact for general recruitment enquiries
- Drafting communications to interested applicants
- Designing internal documents (e.g. guidance, FAQ) to support our new recruitment process
- Displaying enthusiasm for the Unlocked Graduates mission
- Researching target groups of applicants and creating advertising opportunities
- Organising events for the coming recruitment season
- Developing training and guidance documents for new Brand Managers
- Providing feedback on suggested marketing

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
- Attention to detail - able to complete both written and data-related tasks with precision, ensuring accuracy and coherence across all of your work
- 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:

- Eligible to work in the UK for the duration of the internship
- a current student or recent graduate
- Available for an interview in May

How to apply

The first stage involves a simple application form where we ask for your details and a few questions regarding your motivations for applying for the role. If you are successful, you will be invited to take part in an interview with a member of the recruitment team. Where possible, we will aim to conduct these interviews face-to-face, either in your university town or at our offices in London in May.

You can email the Recruitment Team if you have any further questions: hello@unlockedgrads.org