

# Summer Institute associate

Job description

January 2018



## Summary

<b>Role</b>	Summer Institute associate
<b>Pay</b>	£330 a week (meals and accommodation can be provided free of cost)
<b>Location</b>	Ipswich
<b>Dates</b>	29th July – 10th August and to 27th August – 7th September (minimum 1 week, maximum 4 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. This might be through using personal anecdotes and examples, or modelling realistic prison scenarios. A big part of the role will be supporting trainers and other staff in preparing for training and events.

Summer Institute associates 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 is a charity with the aim of attracting 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

The role is highly varied and we're looking for people who will get stuck in wherever they're needed. Typical tasks of a Summer Institute associate might be:

- Setting up classroom resources ready for a reflective session.
- Performing duties that make training run smoothly, from printing to restocking tea and coffee.
- Assisting trainers with demonstrating skills.
- Using real-life examples illustrate the training content.
- Directing participants to where they need to be.
- Championing the Unlocked values in every conversation with participants.

## Logistics and dates

Summer Institute associates are required to work up to 37.5 hours a week Monday to Friday for one-week periods between 29th July and 7th 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.

## Application process

If you are interested in applying for the role, please send an email to [programme@unlockedgrads.org](mailto:programme@unlockedgrads.org) with a brief statement or letter that includes:

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

Applications should be sent with the subject line **SIA Application**.

The closing date for applications is **Monday 30 April** by 09:00.

Shortlisted applicants will be interviewed in the **week beginning 7 May** and you should hear about the outcome by the end of the month.



## Key responsibilities

- Assisting the trainer to prepare and deliver outstanding quality sessions.
- Model and demonstrate techniques and scenarios that participants may encounter in prisons.
- Support the programme team more widely in preparing and organising resources and equipment.
- Assist participants around the university campus to ensure they have what they need.
- Promote and champion values of rehabilitation and leadership in conversation and discussion with participants.

## Knowledge and experience

- Understanding of offender attitudes and how rehabilitation can occur.
- Knowledge of prisons and prisoner culture.

## Personal qualities

- Enthusiasm and energy
- Teamwork
- Passion for rehabilitation and belief in the capacity for change
- Professionalism and integrity