

Recruitment pack

Vacancy - Policy & practice lead

About the role

This is an exciting opportunity for an exceptional individual with proven experience and potential to take on a **senior role in a small team** and lead our work in increasing the employment of people with criminal records by **supporting and challenging employers to change their recruitment policies and practices**, working to **prevent unlawful criminal record checks, influencing government policy** and working on other policy and practice issues (such as **access to higher education**).

Us

We are an **independent, highly respected social inclusion charity** based in Maidstone, Kent. Established in 2000, we provide a **voice and support for people with convictions** who are facing stigma and obstacles because of their criminal record, often long after they have served their sentence. Unlock has six staff (seven including you), with 2-3 volunteers each day supporting our highly-regarded helpline.

You

- An ambitious person that has a passion for making a positive difference and challenging inequality
- Love working in a small team but are self-motivated enough to excel without supervision
- Are energetic and innovative in your approach
- Have excellent verbal and written communication skills
- Have a track record of influencing policy and practice
- Have a commitment to Unlock's aims, values and approach
- Are able to research, write and publish information aimed at a wide range of people
- Thrive on overcoming difficult situations, identifying emerging trends and bringing together evidence to support broader work, while respecting data protection and confidentiality
- A past criminal record is **not a requirement** for this role but **nor is it a bar**

Salary & hours

£27,000 per annum. Full time, permanent.

Location is flexible. The role can be based in our Maidstone office, or the role can be home-based (with bi-monthly meetings in Maidstone).

Interested?

Download the job application form from www.unlock.org.uk/job2018. Send your completed application along with a CV and concise covering letter (telling us about what you do currently and why you think you are suitable for this role):

1. By email to – admin@unlock.org.uk (with the subject line 'Policy & practice lead'), or
2. By post to – Policy & practice lead, Unlock, MCSC, 39-48 Marsham Street, Maidstone, Kent, ME14 1HH

Closing date for applications: 10am, Monday 14th May 2018

Interviews: To be held on Thursday 24th May in Maidstone

- If you would like an informal discussion about the role before you apply, you can contact Christopher Stacey, co-director, at christopher.stacey@unlock.org.uk to arrange.
- If you have any questions about the application form or application process, please call 01622 230705 or email admin@unlock.org.uk

Job description

Job title:	Policy and practice lead
Contract:	Full time, permanent
Salary:	£27,000
Reporting to:	Christopher Stacey, Co-director (Activities & Policy)
Working with:	Co-director (Activities & Policy), Advice manager, Helpline coordinator
Location:	Location is flexible. The role can be based in our Maidstone office, or the role can be home-based (with bi-monthly meetings in Maidstone). The role will also require travel to external meetings, mostly in London.

Purpose of the post

Lead Unlock's 'Fair access to employment' work, supporting and challenging employers to recruit people with convictions, working to prevent unlawful criminal record checks and influencing government policy in increasing the employment of people with a criminal record. To support the development of Unlock's projects and policy work.

Main responsibilities and tasks

Activities

1. Manage the day-to-day running of Unlock's work to improve access to employment, including:
 - a. Engage with large employers and provide support to them in improving their policies and practices in their treatment of people with criminal records
 - b. Working closely with our helpline and case work team, challenge employers to improve policies and practices that have led to unfair treatment of individuals
 - c. Work to prevent unlawful criminal record checks being done by employers via the DBS
 - d. Support the charities' work to influence government policy
2. Develop, maintain and update internal processes for demonstrating impact of work to support reporting to existing funders and provide an evidence base for future project/research development (e.g. internal reports, monitoring statistics, case studies, emerging issues and trends)
3. Engage in policy issues where directly related to access to employment
4. Support the development of Unlock's other projects and policy work

Communications

5. Oversee the charity's communications with employers, including updating our website for employers (Recruit), developing new guidance, content, news posts and regular newsletters
6. Contribute towards media work relating to access to employment
7. Collate case studies demonstrating the need for, and the success of, Unlock's work, and highlighting those issues that require systemic change
8. Liaise with relevant stakeholders to ensure the success of the work

Terms of employment

1. **Hours:** 37.5 hours. Core hours are 9am to 5pm. Occasional work outside these hours may be necessary.
2. **Holidays:** 20 days + public holidays + discretionary days between Christmas and New Year, with an additional day for each complete year served.
3. **Pension:** You will be automatically enrolled into Unlock's contributory workplace pension scheme. In your first year Unlock will make the minimum employer contribution required by law (currently 2% of gross salary). After one year's service, this rate will increase to 6% of your gross salary.
4. **Probationary period:** 3 months
5. **Level of disclosure/criminal record check:** This position is covered by the Rehabilitation of Offenders Act 1974. Only unspent offences need to be disclosed on a self-disclosure form that will be completed pre-appointment. A basic disclosure check will also be carried out at pre-appointment stage. See our [Applicants with a criminal record](#) policy for more information.

Person specification

Short-listing and selection will be based on the criteria set out here. Make sure that your application fully demonstrates how you satisfy the points listed. (E) = Essential, (D) = Desirable

Attitudes and values

1. Ambitious person that has a passion for making a positive difference and challenging inequality.
2. Energetic and innovative in approach
3. Enthusiasm for the aims and values of Unlock (E)
4. A can-do attitude to solving practical problems (E)
5. A commitment to Unlock's aims, values and approach

Qualifications

6. Degree or equivalent in social policy or related subject (D)

Experience

7. Experience of working with employers (D)
8. Experience of project management (D)
9. Experience of influencing policy and practice (D)
10. First-hand experience of having a criminal record (D). (This position is **not** defined as a 'peer' position. A past criminal record is **not a requirement** for this role but **nor is it a bar**.)

Knowledge

11. Recruitment processes and criminal records (D)
12. Criminal records disclosure regime (D)

Skills and abilities

13. Excellent verbal and written communication skills (E)
14. Able to research, write and publish information aimed at a wide range of people
15. Ability to work in a small team with minimal supervision and self-motivated to excel
16. Ability to work constructively with a wide range of people, working in different ways – supporting, influencing and challenging where appropriate (E)