

# INNOVATION UNIT

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Project Manager

Care Leavers in Prison Project

*Piloting innovative approaches to improve outcomes for young adults with experience of care serving prison sentences*

Funded by:



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## NICE TO MEET YOU

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[Innovation Unit](#) is a not for profit, social enterprise - this means that above all else, we are an organisation that is deeply committed to making a positive, social impact in the world.

Our mission is to grow and scale the boldest and best innovations that deliver long term impact for people, address persistent inequalities and transform the systems around them.

We have fifteen years experience of doing this work with ambitious partners in local and central government, schools and hospitals, voluntary and community sector organisations, trusts and foundations.

We are proud of the impact of our projects; in recent years [Living Well UK](#), funded by the National Lottery Community Fund, has supported four areas of the UK to pioneer new solutions for community-based mental health and wellbeing that are now spreading nationally; in children's social care, we have been the innovation partner for the Department for Education, since 2014, in their [children's social care innovation programme](#) that has engaged every local authority in England in developing new solutions for children in or on the edge of care.

Our team come from a wide variety of professional backgrounds and life experiences - researchers, service designers and programme managers work alongside ex-nurses, occupational therapists, social workers, and public service leaders to design new solutions and take them to scale.

People who work at Innovation Unit share a core set of beliefs about enabling change that is owned and driven by the people it affects. We all work with the tools and methods from our tried and tested [formula for innovation and impact](#). If what you see speaks to your values and experiences, we want to hear from you.

## WHO WE ARE

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We hold a bold vision: we want to see a world in which all people belong and contribute to thriving societies. To achieve this vision, we must challenge and change the systems that people who experience disadvantage rely on most.

## WHAT WE DO

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We grow and scale the boldest and best innovations that deliver long-term impact for people, address persistent inequalities, and transform the systems that surround them.

We do this by coaching leaders and their teams as they introduce difficult changes. And we help build local capability to ensure that new ways of working will be maintained long after our work is complete.

We work closely with people with lived-experience and frontline staff. Together, we dig deep to find root causes of problems, challenge assumptions, design and test new ways of working and help implement change.

We help organisations collaborate with one another and build strong partnerships that can transform a system or a place.

The aim is better outcomes and experiences for vulnerable people and better outcomes for the wider system.

# DIVERSITY AND INCLUSION

## WELCOME

We actively seek to recruit a diverse pool of talent to IU. We would like you to consider applying for this role if you have some, but not all the experience listed later in the pack. Most important for us, is that you bring energy, insight, creativity and the determination to grow and scale new solutions to big social challenges.

We put lived experience at the heart of the work we do at Innovation Unit - whether through [co-design](#), [storytelling](#) or [participatory research](#). Much of our work is within the mental health, health, children's social care, and criminal justice systems. We know that staff members with lived or professional experience of these systems make us stronger, and more capable of creating meaningful impact. We would love to meet you if you do.

We value all forms of diversity as a matter of principle, and because innovation thrives on new perspectives we want our new team members to help us see entrenched social challenges in new ways. We encourage people of colour, those from disadvantaged socioeconomic backgrounds, those with disabilities as well as those who identify with any other underrepresented group, to apply.

Our recruitment process for the Project Manager role is anonymised up to interview and we will ensure there is diversity of experience in our shortlisting process and interview panel. Please get in touch at [winnie.armah@innovationunit.org](mailto:winnie.armah@innovationunit.org) with any questions about our goals for diversity and inclusion.

Watch our [recruitment video](#) to find out more from our staff about what it's like to work at Innovation Unit.

**Project Manager**

*Piloting innovative approaches to improve outcomes for young adults with experience of care serving prison sentences*

Since 2019, Innovation Unit has been working with a wide range of partners in the West Midlands to develop approaches to improving outcomes for young adults who have experience of care and are now serving prison sentences. This group of young adults are vastly over represented in the criminal justice system and the support that is available to them is often fragmented.

In Phase One of the project, IU led a scoping exercise to generate insights into the challenges these young adults face in prison and on release. In Phase Two, we facilitated a series of workshops with partners, resulting in the development of new solutions to prepare and support the young adults on release from prison and reduce their risk of reoffending.

We are now in a position to pilot these solutions in the West Midlands, having secured funding from Esmee Fairbairn Foundation, Barrow Cadbury Trust and the Ministry of Justice.

We are looking for a Project Manager who will be responsible for the day to day administration of the project.

Our [application form](#) asks you to comment on the person specification, rather than the job description below. We do not expect applicants to have experience in all of the outlined activities: this is intended to give you a sense of the role.

## THE DETAIL

### Project Management, Delivery and Reporting

- Use project management tools to support the Project Lead to plan and coordinate the pilot project, ensuring the objectives and success criteria are met, and the project is delivered on time and budget
- Coordinate project workshops, advisory groups, team meetings, dissemination events and other events, including managing resources, logistics, and materials.
- Coordinate planning and assessment meetings between young adults, members of their support networks and practitioners both in prisons and in the community.
- Understand the methodology on the project and use it to plan and deliver workshops with the Service Designer and Project Lead.
- Support the Project Lead in establishing and monitoring project quality, including developing a risk register and a plan to mitigate risk.
- Support the Project Lead in the preparation of regular reports for funders and other stakeholders.

### Data, monitoring and evaluation

- Lead on data collection and management, including the collection and collation of quantitative and qualitative data.
- Provide data reports and summaries
- Ensure that all the data collected is GDPR compliant
- Act as the main contact for the external evaluation team.
- Help the rest of the organisation to learn from the project through presentations and written briefings.

### Comms and Development of Materials

- Generate outputs from workshops to be shared with stakeholders.
- Develop a wide range of communication materials, including but not limited to newsletters, flyers, social media content, and web content.
- Prepare materials to support dissemination of the new solutions through local and national events and produce reports and products afterwards.
- Support Project Lead with the development of materials relating to practice guidance, training and consultancy.
- Support Project Lead in the codification of new protocols, tools and training.

Our [application form](#) asks you to comment on the person specification, rather than the job description below. We do not expect applicants to have experience in all of the outlined activities: this is intended to give you a sense of the role.

## THE DETAIL

### Research

- Undertake specific pieces of research and writing around project themes to produce briefings, discussion papers, research reports and blogs, as directed by Project Lead.
- Look at and learn from work happening beyond the organisation, including new innovations and policy developments.

### Business Development

- Support the Project Team to engage future adopters of the model.
- Support the Project Team to secure financial resource to implement the innovation across all of the West Midlands and nationally
- Help the organisation to spot and pursue emerging business development opportunities relating to the pilot project

### Help the organisation improve

- Contribute to internal development work that reflects the evolving needs of the business, including growing and deepening our practice, improving our internal systems and strengthening our culture.
- Provide constructive feedback and contribute to the development and learning of our team.
- Contribute to whole organisational processes including performance management, recruitment, office management
- Fully use our financial and project management systems
- Commit to your own learning and development, set development objectives, and invest time in acquiring new skills and knowledge
- Be ready and happy to think on your feet and offer up your analytical, strategic, creative and relational talents to respond to challenges and develop solutions



Our [application form](#) asks you to comment on this person specification. This is our opportunity to understand what you can bring to the role. Please give as much detail as you can, addressing each section.

## PERSONAL ATTRIBUTES

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- We are looking for someone who can work flexibly and creatively, navigating the boundaries of, for example, innovation and established practice.
- You will be equally comfortable going in and out of prisons as you will be collecting and inputting data or liaising with senior decision makers.
- We are actively seeking diversity of experience, and would welcome someone bringing fresh energy and insight to Innovation Unit, challenging the organisation to work differently.
- This work is never dull, often demanding and sometimes challenging. You will be happy on your feet, at the flipchart, and working with diverse groups of people, comfortable with ambiguity, offering up your analytical, strategic, creative and relational talents.
- You will rarely be in the same place – working from a desk within a prison or at a host organisation. You will be happy on the telephone, on conference calls and webinars, at events, and working across Google Drive, as well as face-to-face with funders, partners and colleagues.
- You will be independent and comfortable being based in the West Midlands, whilst the rest of the IU team is based in other parts of the country.
- You will be committed to your own learning and development, set development objectives, and invest time in acquiring new skills and knowledge.
- You will be comfortable contributing to the development and learning of our team as well as contributing to whole organisational processes including performance management, recruitment, office management.

## EXPERIENCES

Please tell us about any of the areas below that you have experience of, and feel free to include other relevant experience in your response.

- Experience working in a criminal justice setting or in a setting which is primarily focussed on children and young people; e.g. children's social care, youth work.
- Experience of coordinating projects, including risk management, reporting and use of project management tools to plan and track project delivery.
- Experience of collecting monitoring and impact data, including developing systems for collating and analysis of this information to create insights.
- Coordination of a wide range of stakeholder activities and events with multiple attendees, both face to face and online.
- Experience of supporting business development opportunities including conducting research, and contributing to the writing of bids and proposals.
- Experience of communications work, such as developing and creating content for social media, writing for a public audience, event design and delivery.
- Experience of developing and facilitating workshops.

## ABILITIES, SKILLS, KNOWLEDGE

- Understanding of the key issues impacting on young adults with experience of care that are serving prison sentences
- Knowledge of necessary requirements for ensuring that any data held is GDPR compliant
- Ability to be flexible to the needs of the organisation and proactive in ensuring the project progresses, holding its shape from below.
- Strong interpersonal and communication skills and confidence expressing your ideas.
- Strong IT skills, including knowledge of Google Suite and Zoom.
- Strong organisational skills, including notetaking and diary coordination.
- Ability to produce attractive and professional looking outputs.
- Concern for contemporary social issues and an understanding of Innovation Unit's mission.

# CONTRACT DETAILS

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## LOCATION

We have colleagues in London, Edinburgh, Greater Manchester, Yorkshire and places in between. Owing to this project being focussed on the West Midlands we expect the successful post holder to be based in this region. We plan for them to have a desk available in one of the prisons we are working with as well as a desk housed with one of our partner organisations in either Birmingham, Wolverhampton or Coventry. Our main base is in London, and the postholder will be expected to travel to London regularly, however currently everyone is working from home.

## SALARY

£26.000 - £31.000

## TYPE

2 year fixed term contract

## HOURS

37.5

## HOLIDAY ENTITLEMENT

27 days holiday plus bank holidays. In addition, we close the office for three days between Christmas and New Year.

## REPORTS TO

Senior Innovation Consultant leading the pilot project

## BENEFITS

4% pension contribution  
Pension salary exchange scheme  
Life cover  
Childcare voucher scheme  
Cycle scheme  
Flexible working

If you have any clarifying questions about the role, need the recruitment documents in a different format or would like to discuss any adjustments that would support you in the application process, please email us at [contact@innovationunit.org](mailto:contact@innovationunit.org) and we'll do our best to help.

To apply for this role, please download, complete and send the attached [application form](#) to [contact@innovationunit.org](mailto:contact@innovationunit.org). Please send forms as a word document, not a PDF.

We also ask that you complete our anonymous [diversity survey](#). Please note this is optional and simply to help us understand a bit more about who is applying for the roles.

## DEADLINE

The deadline for receipt of applications is midday on Tuesday 7th September 2021

## INTERVIEWS

First round interviews will take place on 15th and 17th September 2021. Second interviews will take place on 21st September 2021. Please note that owing to uncertainty relating to Covid-19 restrictions, all interviews will take place via video conferencing.

All candidates will receive an email confirming that their application has been received. After this, we will only contact the applicants that have been selected for interview. Due to the volume of applications expected we will not be able to offer personal feedback on applications.

## DBS CHECKS AND PRISON CLEARANCE

Due to the nature of our work with children and vulnerable adults, Innovation Unit operates a Safer Recruitment policy. This post is subject to a Disclosure and Barring Service (DBS) check at an enhanced level and additional vetting by the HMPPS / National Probation Service. This is inline with the Rehabilitation of Offenders Act 1974.

We will also ask for two references.

We look forward to hearing from you.