

June 2017

Dear Applicant,

Policy Officer Recruitment Pack

Thank you very much for your interest in working for the Criminal Justice Alliance. This recruitment pack contains:

- Background information
- Job Description
- Person Specification
- Details of key terms and conditions
- Application Form (separate file)
- Recruitment Analysis Form (separate file)

The closing date for applications is midday on Monday 10 July. First Interviews will be held in Vauxhall on Tuesday 18 July. Applications – marked 'Private and Confidential' - should be sent to info@criminaljusticealliance.org.uk or by post to Recruitment, Criminal Justice Alliance, V308 Vox Studios, Durham Street, London SE11 5JH. Please also return the Recruitment Analysis Form. This will be separated from your application upon receipt.

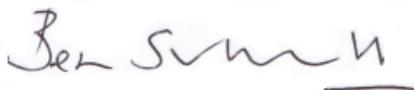
We shortlist candidates by matching details on your application form against the Person Specification so please make sure your personal statement in the application form carefully addresses this. We're looking for clear evidence of your experience, skills and knowledge and we're interested in all relevant experience, as well as beyond paid employment, that might contribute to your ability to do the job.

If you have a disability and would like us to make reasonable adjustments should you be invited to interview, please advise us with your application. Our offices are fully accessible.

If you'd like to have an informal conversation about the role, do call me on 0203 176 1153 or email me at ben.summerskill@criminaljusticealliance.org.uk

We look forward very much to receiving your application.

Yours sincerely,



Ben Summerskill
Director

Policy Officer Background Information

The Criminal Justice Alliance (CJA) was founded in 2007, having previously been the Penal Affairs Consortium. We became a charity in 2011. The CJA is now a uniquely authoritative coalition of over 120 organisations – up from 70 two years ago – working together to create a fairer and more effective criminal justice system.

We promote ways of diverting people from crime, crime reduction, better policing, fairer justice, reduced reliance on imprisonment and better rehabilitation.

CJA provides our members with:

- a forum to identify and promote solutions
- a strong collective voice
- a gateway for dialogue with policy-makers and the media
- a balanced and informed point of view

Nine in ten of our member organisations say that our work adds value to theirs.

We campaign by:

- briefing MPs, peers, officials and others on legislation and policy
- engaging the media, highlighting issues and initiatives to inform the public, practitioners and interest groups
- building coalitions with partner organisations ensuring that both they and the CJA have an authoritative voice in important debates and consultations

Current additional specific workstreams include:

Right to Restorative Justice

We want to secure a legal entitlement to restorative justice for victims of crime within five years as part of the government's promised Victims' Bill, or a Criminal Justice Bill. Our work in this area has been developed in liaison with a reference group of member organisations from the Restorative Justice Council to Why Me?

Ending unfair stop-and-search

We aim to promote fairer use of stop and search and reduce its damaging impact on young, particularly black, Asian and minority ethnic (BAME) people. We've established a network of expert organisations, from the Police Foundation to Race on the Agenda, with expertise in the field to inform this workstream.

Our small staff team, based in central London, is led by Director Ben Summerskill and we're governed by a board of trustees made up mainly of representatives of member organisations. Our Chair is John Drew, former Chief Executive of the Youth Justice Board.

Our current funding comes not just from member subscriptions but from a range of grant funders and individual donors.

Policy Officer Job Description

Main tasks and responsibilities

Policy

- Monitor policy and political debates and developments on core criminal justice issues.
- Produce rigorous analysis and briefings with recommendations for changes in policy and practice.
- Lead on the planning, delivery and follow-up of the restorative justice project.
- Support the policy and campaigning work of the CJA on a wider range of subjects as required.
- Provide written briefings for colleagues (e.g. the Director and Chair).
- Network with member organisations to share and promote developing thinking across the criminal justice pathway.

Website and social media

- Edit the CJA's fortnightly e-bulletin.
- Update the CJA's social media profile and website with relevant news from the criminal justice sector and CJA members.
- Maintain and increase the functionality of the CJA website.

Member Support

- Lead on day-to-day administration of the CJA's relationship with its members and provide member support.
- Identify potential new members and process membership applications.
- Maintain clear financial records of membership subscriptions and an up-to-date contact database.

Other

- Contribute to the general administration and development of the charity.
- Conduct the duties of the job description in accordance with the operational policies of the CJA, including but not limited to the Diversity Policy.
- Maintain good working relations with trustees, staff, volunteers and other stakeholders.
- Undertake any other reasonable duties as may be required.

Policy Officer Person Specification

Essential

- Two year's (paid or unpaid) relevant work experience in a policy or campaigns related field
- Understanding or experience of the criminal justice system of England and Wales
- Excellent verbal and written skills
- Ability to work to tight deadlines, with fastidious attention to detail and accuracy
- Proficiency in Microsoft Office and other relevant IT packages
- Ability to work flexibly as part of a small team
- Commitment to diversity and the aims of the CJA

Desirable

- Knowledge of government and parliamentary structures and procedures
- Experience (paid or unpaid) of working with a membership programme
- Research skills
- Postgraduate qualification (or equivalent) in a relevant field

Policy Officer Key Terms and Conditions

Location Vox Studios, Durham Street, London SE11 5JH.

Salary £26,000 p.a.

Normal hours Notional hours for the purpose of calculating sick pay etc are 35 hours a week. However the demands of the post occasionally require a flexible approach to timing and duration of the working day.

Annual Leave 25 days and additional 'CJA Days' of 27-31 December inclusive.

Pension 7% employer contribution in addition to statutory employee contribution.

Probationary period Six months.

Sick Pay Prior to completion of the probationary period sick pay is at the Director's discretion. Subsequently, up to one month full pay and two weeks half pay are payable in any 12 month period, rising incrementally to three months full pay and six weeks half pay after four years.

Notice During the probationary period you will be entitled to receive, and are required to give, at least two weeks notice of termination. After successful completion of the probationary period you are entitled to receive, and are required to give, two months notice of termination.

Other After one year's service staff may sacrifice salary to take up to ten days' additional leave.

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