

December 2019

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 midnight on **12 January**. Interviews will be held in Vauxhall on **21 January**. If you cannot make this date, please do indicate this when sending in your application. Applications – marked 'Private and Confidential' - should be sent to info@criminaljusticealliance.org.uk or by post to Recruitment, Criminal Justice Alliance, V111 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, including 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 with me about the role, please email me on nina.champion@criminaljusticealliance.org.uk to arrange a time.

We look forward very much to receiving your application.

Yours sincerely,



Nina Champion
Director

Background Information – the Charity

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 a network of over 150 organisations working across the criminal justice pathway from prevention to policing, prisons to probation and beyond including housing, health and victim's services. Our members include charities, professional associations, think tanks and research bodies.

After engaging with members across the country in summer 2018, we developed a new three-year strategy 'Connecting for Change' launched in 2019. As part of that strategy we have a refreshed vision and mission:

Our Vision is a fair and effective criminal justice system which is:

- *Safe:* Treats people humanely and protects their physical and mental wellbeing.
- *Smart:* Supports cross-sector solutions to significantly reduce the prison population and promotes prevention, diversion and rehabilitation.
- *Person-Centred:* Meets individual needs, offers hope and opportunities for positive life change and values lived experience.
- *Restorative:* Addresses harm by supporting victims and people impacted by crime and focuses on reparation and re-connection to the community.
- *Trusted:* Is transparent, open and accountable, and promotes equality, diversity and inclusion.

Our Mission is to:

- Work with our members to identify and promote solutions for change.
- Make connections between people and ideas across the criminal justice pathway.
- Connect with, and influence, policy makers and the public to achieve our vision.

Our new strategy for 2019-2022, 'Connecting for Change', includes three systemic work streams looking across the criminal justice pathway at the following themes:

- Effective scrutiny and accountability
- A fit for purpose and diverse workforce
- A restorative criminal justice system

Our approach to achieving our vision is:

- Collaborative
- Empowering
- Systemic
- Independent and influential

Based in central London, our small staff team is led by Director Nina Champion, who joined us in July 2018. The staff team is made up of Director, Policy Officer and a new post of Communications and Engagement Officer.

Our Board is made up mainly of representatives of our member organisations with other trustees bringing outside knowledge and experience. Our Chair is John Drew, Senior Associate, Prison Reform Trust. Our Deputy Chair, Lucy Jaffé, is Chief Executive of Why me?

Our funding comes from a range of trusts and foundations, along with member subscriptions.

We value having a diverse range of perspectives, expertise and insights in the organisation. We are particularly keen to receive applications from black, Asian and minority ethnic people and people with lived experience of the criminal justice system.

Job Description – Policy Officer

Main tasks and responsibilities

Policy

- Monitor policy and political debates and developments on core criminal justice issues, develop expert knowledge in specific policy areas relevant to the CJA's current strategy and make recommendations for proactive and reactive responses.
- Work with the Communications and Engagement Officer to liaise with CJA members, people with lived experience of the criminal justice system and other key partners to harness and amplify their expertise and insights.
- Lead on the planning, delivery and follow-up of the CJA's core workstreams – a restorative criminal justice system, a fit for purpose and diverse workforce, and effective scrutiny & accountability – and produce influential research, analysis and briefings with recommendations for changes in policy and practice.
- Identify opportunities to input into consultations and lead on drafting the CJA's responses.
- Produce plain English briefings, reports and guidance for parliamentarians, policy makers, and CJA staff, trustees, and members.
- Support the policy work of the CJA on a wider range of subjects as required.
- Work with the Communications and Engagement Officer to develop content for the website and other internal and external communications.

Public Affairs

- Work closely with the CJA Director to develop public affairs and influencing strategies to advance the CJA's objectives.
- Work with the CJA Director to build and maintain relationships with key parliamentarians (and their staff) through face-to-face meetings, high quality written briefings and attendance at relevant roundtable meetings and events.
- Build and maintain relationships with other key stakeholders, including Police & Crime Commissioners, the Victims Commissioner, HM Inspectorates, civil servants, academic institutions and other relevant bodies.
- Maintain up to date and accurate records of contacts, engagement and stakeholder areas of expertise.
- Work with the Communications and Engagement Officer to recommend and secure relevant speakers and presenters for CJA meetings and events.

Other

- Contribute to the general administration and delivery of all CJA programmes, events and overall objectives.
- Conduct the duties of the job description in accordance with the operational policies of the CJA, including but not limited to the Diversity and Adult Safeguarding Policies.
- Maintain good working relations with trustees, staff, volunteers and other stakeholders.
- Undertake any other reasonable duties as may be required.

Person Specification

Essential

- At least three years relevant work experience.
- Good knowledge of policy making and parliamentary processes, with experience of involvement in the successful influencing of government or other policymakers.
- Experience of analysing primary and secondary sources of evidence (qualitative and quantitative) and developing recommendations for policy and practice.
- Excellent communication skills with the ability to write clearly and persuasively and very good oral presentation skills.
- A good understanding of public policy relating to the CJA's work.
- Ability to build positive relationships and working collaboratively with a range of stakeholders to affect change.
- Excellent project management skills to manage and deliver on competing priorities.
- Ability to work to tight deadlines, with attention to detail and accuracy.
- Ability to work flexibly as part of a small team.
- Commitment to equal opportunities.
- Commitment to the vision, mission and strategic objectives of the CJA.
- Willingness to travel within England and to work outside office hours on occasion.
- Strong IT skills.

Desirable

- Understanding or experience of the criminal justice system of England and Wales.
- Qualitative and / or quantitative research skills.

Key Terms and Conditions

Location V111, Vox Studios, Durham Street, London SE11 5JH.

Salary £28,000 - £30,000 p.a. (depending on experience)

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.