

Internship at the Criminal Justice Alliance

Thank you for expressing an interest in an internship at the Criminal Justice Alliance. Please find below some more information about the internship and about the Criminal Justice Alliance, and a short application form.

To apply for this internship, please complete the application form below and email it to jon.collins@criminaljusticealliance.org by Friday 6 August. Please keep your answers to the questions in the application form fairly brief! Please also send your CV if you have one. We will get back to you as soon as possible after 6 August.

About the internship

The Criminal Justice Alliance is recruiting an intern to help with our campaigning and policy work.

This internship will be an opportunity to get hands on experience of policy, research and campaigning work, as well as gaining general experience of working in a small campaigning organisation. We aim to make our internships as interesting and as useful for our interns as possible.

Working with a small staff team, activities will include:

- Producing policy briefings and consultation responses
- Carrying out research on relevant topics
- Organising events and meetings
- Publicising the work of the Alliance

Skills required:

- Knowledge of criminal justice issues
- Ability to work on your own initiative, a methodical approach and attention to detail
- Good research skills
- Confidence in communicating over the phone, in writing and in person
- Good IT skills
- General administration skills

We are currently offering an internship for 3-5 days a week for approximately the next two months. Our internships are unpaid, but we are able to contribute to your expenses. The Criminal Justice Alliance is based in Vauxhall in London.

If you have any questions about the internship or the application form, please do not hesitate to contact Jon at jon.collins@criminaljusticealliance.org or at 020 7840 1207.

About the Criminal Justice Alliance

The Criminal Justice Alliance (CJA) is a coalition of 48 organisations - including campaigning organisations, voluntary sector service providers, umbrella groups, research institutions and trade unions - involved in policy and practice across the criminal justice system. The CJA carries out campaigning and lobbying work, as well as providing the focal point of a network for its members.

Campaigning and lobbying

The CJA carries out campaigning and lobbying work on behalf of its members. At present, this is focused on a campaign to reduce the prison population.

Our campaigning and lobbying activities include:

- **Research and policy analysis:** The CJA produces, publishes and promotes relevant research and policy analysis to address gaps in the evidential case for reform and to contribute to building an unassailable case for a new approach to the use of prison.
- **Direct lobbying:** The CJA works to put direct pressure on key policy-makers, including the Government, parliamentarians and civil servants, to achieve our campaign aims.
- **Proactive work with the media:** The CJA uses the media as another route to influencing politicians and other policy-makers by seeking positive coverage in the national, local and specialist press for our campaign goals and promoting balanced coverage of criminal justice issues.

Work with members

The CJA also provides the focal point of a network for its members. It disseminates information, organises meetings, and supports its members to work together. These activities include:

- **Quarterly meetings of members:** Key decision-makers from across the criminal justice system are invited to speak on topical issues at these meetings, giving the CJA's member organisations an opportunity to directly influence the development of policy and practice.
- **Fortnightly ebulletin:** A fortnightly round-up of all the latest member news, events, job opportunities, press coverage and Government announcements is circulated by email to representatives of all the member organisations.
- **Briefings:** The CJA provides written briefings for its members on legislation and new policy announcements, summarising the contents and assessing their implications. The CJA also responds to Government consultations.
- **Promoting members' work:** The CJA promotes the work of its members, both to other member organisations and more broadly, including providing links from the CJA website to the latest information from members to provide a 'hub' for member news.

Staff

The Criminal Justice Alliance has two members of staff. The Campaign Director, Jon Collins, leads the organisation's campaigning work. The Policy and Campaigns Officer contributes to the CJA's campaigning and policy work and to managing the CJA's relationships with its members.

Contact details

For further information on the CJA, please see www.criminaljusticealliance.org or contact the CJA by email at jon.collins@criminaljusticealliance.org or on 020 7840 1207.

Criminal Justice Alliance internship application form

Please complete this form and return it, together with your CV if you have one, to Jon Collins via email at jon.collins@criminaljusticealliance.org by Friday 6 August 2010.

Name:

Address:

Contact number:

Email address:

Preferred start date (how soon would you able to start the internship?)

How many months are you available for?

How many hours/days would you like to spend each week on the internship?

When are you available? Please give details of which days of the week, or part days, that you are available.

Have you got any periods when you are not available (e.g. holidays, exams)?

Why would you like to do an internship at the Criminal Justice Alliance and what would you expect to gain from it?

Please give a brief summary of any skills or experience that you think would be particularly relevant to this internship.

Additional information *(is there anything else you would like us to know?)*