

## **Job Description – Criminal Justice Alliance Communications Volunteer**

The Criminal Justice Alliance (CJA) is looking for a highly motivated Communications Volunteer to support our communications and membership engagement work towards a fair and effective criminal justice system.

The Criminal Justice Alliance is a network of over 200 organisations and academics working towards a fair and effective criminal justice system. We advocate for sensible changes to make the criminal justice system work better, using the collective power of our membership network to achieve sustainable, systemic change.

This is an unpaid position; however, we will provide a stipend for Zones 1-2 London travel and lunch expenses. This role is for a minimum of two days per week with a minimum commitment of three months. We are looking for someone to start as soon as possible.

The CJA team operates with a hybrid approach, this role can be carried out remotely from home, but with the option of coming into the office (SW9) and attending in-person meetings.

### **Main tasks and responsibilities**

Support the Communications and Engagement Manager to:

- Prepare the weekly e-bulletin with member, policy, and research news.
- Proactively engage with CJA members through collating feedback and seek out potential members.
- Produce content for social media and website.
- Monitor and analyse social media engagement and website statistics.
- Update CJA contact database with member and communications contacts.
- Assist in the co-ordination of CJA member and public awareness raising events, including members meetings, Writing on the Wall, Yellow Ribbon Run.

### **Person specification**

- Exceptional written and oral communication skills
- Keen organisational and time management skills, and attention to detail
- Digital literacy (specifically MS Teams, Word, Excel, PowerPoint)
- Experience preparing content for social media
- An interest in criminal and social justice
- Experience using Canva, Mailchimp, WordPress; and/or relevant software
- Ability to conduct research and create reports
- *Desirable: Proficiency in digital design and video editing, e.g. Adobe InDesign, Photoshop, Premiere Pro*

**Applications will be considered on a rolling basis. To apply please send your CV and a short cover letter outlining your availability and interest in the role to [recruitment@criminaljusticealliance.org.uk](mailto:recruitment@criminaljusticealliance.org.uk) with the subject line 'Communications Volunteer'**