

CJA Equalities Policy Officer Recruitment Pack

January 2022

Dear Applicant,

Equalities 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 **Sunday 13 February 2022**. Interviews will be held via Zoom on 2 March. If you cannot make that day, please let us know when sending in your application.

[The application form](#) should be sent to recruitment@criminaljusticealliance.org.uk, marked 'Private and Confidential'. 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. *Please also attach or hyperlink two different examples of your own written work such as a report, briefing, consultation response, professional letter, blog or article.*

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, 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 [Criminal Justice Alliance](#) (CJA) is a network of [170 organisations](#) working across the criminal justice system, from prevention to policing, prisons to probation and beyond, including housing, health and victims' services. Our members include charities, professional associations, think tanks and research bodies.

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 strategy for 2019-2022, [Connecting for Change](#), focused on three systemic workstreams to influence change across the criminal justice pathway, including effective scrutiny and accountability; a fit for purpose and diverse workforce and a restorative criminal justice system.

We also have a strong focus on tackling race inequality, ensuring positive pathways from prison, promoting lived experience leadership and supporting a positive recovery from the pandemic across the criminal justice system. Our new five-year strategy will be launched in April 2022 and will build on our work to better understand and achieve systemic change in the criminal justice system.

Based in central London, our small [staff team](#) is led by Director Nina Champion. The current staff team includes: Director, Deputy Director, Senior Policy Officer and Communications and Engagement Officer. We also regularly employ paid interns in partnership with [The Longford Trust](#) and support Unlocked Graduate prison officers with work placements.

[Our Board](#) is made up of representatives of our member organisations with other trustees bringing outside knowledge and experience.

[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 – Equalities Policy Officer

(Fixed term 12-month contract with the possibility to extend subject to funding)

Main tasks and responsibilities

This role will lead on a new one-year project funded by The Baring Foundation on 'Tackling Race Inequality in the Criminal Justice System.'

This exciting project aims to reduce racial inequality in the criminal justice system by holding the government to account on adhering to the Public Sector Equality Duty (PSED) (section 149 of the Equality Act 2010). The project adopts a three-pronged approach: Empower, Inform and Challenge. The project will equip criminal justice civil society organisations with the expertise to identify and challenge racially discriminatory policies through an 'advocacy toolkit'; it will inform officials in criminal justice agencies on how to improve Equality Impact Assessments (EIAs) through specialist guidance; and it will challenge the government where we believe the PSED has not been adhered to.

Empower:

- Establish and work with an Equalities Expert Group of CJA members and legal experts to co-produce a PSED advocacy toolkit.
- Launch and disseminate the toolkit widely among criminal justice civil society organisations, encouraging them to implement the toolkit in their daily work.
- Facilitate training workshops with CJA members.

Inform:

- Work with the Equalities Expert Group to develop good practice guidance for criminal justice public bodies on the PSED and EIAs, drawing on good practice from other sectors.
- Launch and disseminate guidance widely with criminal justice public bodies and departments.
- Build relationships with relevant public sector officials who will support, champion and embed the guidance.
- Work with the Senior Policy Officer to respond to government and select committee consultations and inquiries, including critiques of EIAs.

Challenge:

- Work with pro bono lawyers to assess the adherence with the PSED of various recent and forthcoming Ministry of Justice (MoJ) and Home Office policies.
- Influence the MoJ and Home Office to publish an assessment of the cumulative impact of all their policies where individual policy EIAs indicate direct or indirect discrimination with regard to race across their departments.

This role will also work with the Senior Policy Officer to:

- Monitor relevant policy and political debates and developments on criminal justice and race equality issues and brief colleagues.
- Produce high quality and engaging briefings, reports and guidance for parliamentarians, policy makers and other stakeholders with recommendations to improve policy and practice.
- Build and maintain relationships with key stakeholders.

This role will also work with the Communications and Engagement Officer to:

- Liaise with CJA members, people with lived experience and other stakeholders to understand and amplify their expertise, insights and voices on relevant issues.
- Respond to the media and other communication opportunities to promote the CJA's work and policy messages and to contribute to the national debate on race equality and criminal justice.

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 the Diversity and Adult Safeguarding Policies.
- Maintain good working relations with trustees, staff and other stakeholders.
- Maintain up-to-date and accurate records of contacts and engagement with members and other stakeholders.
- Undertake any other reasonable duties as may be required.

Person Specification

Essential

- At least two years relevant work experience (paid or unpaid).
- In-depth knowledge of race equality issues and the Public Sector Equality Duty.
- A strong understanding of Equality Impact Assessments.
- Experience of involvement in the successful influencing of policy and/or practice around race equality issues (in any sector).
- Ability to write clearly and persuasively with accuracy and attention to detail.
- Strong presentation skills.
- Proven ability to build positive relationships and work collaboratively with a range of stakeholders to affect change.
- Excellent project management and IT skills.
- Ability to work flexibly as part of a small team.
- Proven commitment to equality, diversity and inclusion.
- Commitment to the vision, mission and strategic objectives of the CJA.
- Willingness to travel within England and Wales and to work outside office hours on occasion.

Desirable

- Understanding or experience of the criminal justice system of England and Wales.

Key Terms and Conditions

Location: V.111 Vox Studios, Durham Street, London, SE11 5JH. We also have an agile working policy.

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: Currently 7% employer contribution in addition to statutory employee contribution.

Probationary period: Six months.

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, three months' notice of termination.