**CJA Policy Manager**

This is an exciting and varied role leading the policy, public affairs and research work of the CJA. You will work closely with our member organisations to co-produce policy responses, drawing on their expertise and experiences to inform our work and recommendations.

You will work across a range of criminal justice policy areas. Issues you may be working on include increasing access to victim services, tackling racial inequality, improving outcomes for people leaving prison and reducing the overuse of remand into custody.

You will also have the opportunity to scope and develop two new projects on reform of drug policy and community scrutiny of probation, as well as promoting lived experience leadership to policy makers.

Applicants do not need to have any prior or detailed knowledge of these policy areas, but an in-depth knowledge of policy-making and parliamentary processes is essential.

**Job Description**

Main tasks and responsibilities

**Policy and Research**

• Produce high quality and influential research, analysis and briefings with recommendations for changes in policy and practice.

• Identify proactive and reactive opportunities to promote and embed our recommendations including inputting into consultations and leading on writing the CJA’s responses.

• Liaise with CJA members, people with lived experience of the criminal justice system and other key stakeholders to harness and amplify their expertise and insights.

• Lead the co-ordination and establishment of member expert groups to inform our reactive and proactive policy work.

• Develop opportunities for joint working with researchers / research organisations and manage that partnership work.

• Monitor policy and political debates and developments on core criminal justice issues, horizon-scanning emerging policy issues and briefing colleagues.

• Lead on the monitoring of policy engagement and impact by using our evaluation tools and work with external evaluators as required to capture impact and utilise learning.

• Work with the Director to scope and plan new policy projects and drive these projects forward.

• Work with the ELEVATE CJS Project Manager to advocate for barriers to lived experience leadership in the sector to be removed and also deliver workshops on policy change for the emerging leaders.

• Work with the Communications and Engagement Officer to develop content for the website and other internal and external communications, such as blogs and articles.

**Public Affairs**

• Work closely with the CJA Director to develop public affairs and influencing strategies to advance the CJA's objectives.

• Build and maintain relationships with key policy makers and parliamentarians through face-to-face meetings, high quality written briefings, placing questions relevant to the CJA’s work and attendance at relevant roundtables and events.

• Influencing relevant legislation including campaigning around bills and other legislative activities, producing briefings for debates, writing amendments, and working with MPs and Peers to promote them within the legislative process.

• Work with the Communications and Engagement Officer to respond to media and other communication opportunities to promote the CJA’s work and policy messages and to contribute to national debate on criminal justice issues.

• 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.

• 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 CJA programmes, events and overall objectives.

• Work with the Deputy Director to support the development of potential fundraising bids and reporting progress to funders.

• 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, engagement and stakeholder areas of expertise.

• Line manage any policy interns and / or other policy staff as required.

• Undertake any other reasonable duties as may be required.

**Person Specification**

**Essential**

• Ability to write clearly and persuasively with accuracy and attention to detail.

• Strong presentation skills.

• At least three years relevant work experience.

• In depth knowledge of policy making and parliamentary processes.

• Experience of involvement in the successful influencing of policy and/or practice.

• Experience of analysing primary and secondary sources of evidence (qualitative and quantitative) and developing recommendations for policy and practice.

• Qualitative and / or quantitative research skills.

• Proven ability to build positive relationships and work collaboratively with a range of stakeholders to affect change.

• Excellent project management skills to deliver on competing priorities.

• Ability to work to tight deadlines.

• Ability to work flexibly as part of a small team.

• Proven commitment to equality, diversity and inclusion in all aspects of your work.

• 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.

• A good understanding of criminal justice policy.

• Experience of reporting to funders and / or supporting the development of potential fundraising bids.