

January 2023

Dear Applicant,

ELEVATE CJS Project 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)
- Monitoring form (separate file)

The closing date for applications is 11:59pm on **Sunday 12 February 2023**. Shortlisted candidates will be contacted by 17 February 2023. Interviews will be held via Zoom on 23 & 24 February 2023. If you cannot make either of those days, please indicate this when sending in your application.

Applications – marked 'Private and Confidential ELEVATE Project Officer' - should be sent to recruitment@criminaljusticealliance.org.uk. 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 are looking for clear evidence of your experience, skills and knowledge and are 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. If you would like to have an informal conversation about the role, please email me on nola.sterling@criminaljusticealliance.org.uk to arrange a time.

We look forward to receiving your application.

Yours sincerely,

Nola Sterling
ELEVATE CJS Project Manager

Criminal Justice Alliance

Kennington Park, 1-3 Brixton Road, London SW9 6DE

Registered charity number: 1143038

www.criminaljusticealliance.org

Background Information

The CJA is a network of over 180 organisations in the criminal justice sector working towards a fair and effective criminal justice system. Our members include charities, social enterprises, think tanks, research institutions and staff associations. They work across the criminal justice system, in areas such as crime prevention, sentencing, policing, prisons, probation, victim services, mental health, drug policy and treatment, and more.

We are based in London but our work covers the whole of England and Wales. Our staff team is led by Director Nina Champion. We are governed by a board of trustees, who bring expertise from advocacy, academia, finance and lived experience.

We receive our funding mainly from the generous support of trusts and foundations, as well as membership fees. We do not take any funding from the government or public bodies, so we can remain fully independent

Our strategy: 'Reimagine, redesign, rebuild: Driving systemic change together' 2022-2027

A key strand of our [current strategy](#) is promoting power sharing. We aim to build the capacity, confidence and influence of our members and people with lived experience to achieve positive change in the criminal justice system. Our definition of lived experience is broad and includes, for example: experience of being over-policed, in prison or on a community sentence, a victim of crime, family member(s) in prison.

Many people with lived experience of the criminal justice system face multiple forms of discrimination, injustice, and trauma. This is often a strong motivator for individuals to want to improve the system for others and there are a growing number of people working in the sector in service delivery roles such as mentors and advisors. However, we have identified through peer research that there is a lack of pathways into senior leadership roles for people with lived experience. This is coupled with a systemic lack of in-work development opportunities available to enable progress into influential positions of power.

ELEVATE CJS- Elevating Lived Experience Voices, Advocacy, Training and Expertise in the Criminal Justice System

[ELEVATE CJS](#) is a two-year London-based pilot lived experience leadership programme. It has been developed through peer research by people with direct experience of the criminal justice system and co-designed by our lived experience expert group, which is chaired by one of our trustees with lived experience.

The programme aims to dismantle the barriers of stigma and tokenism, which prevent emerging leaders who are working in the sector from progressing to positions of power. Through personal and professional development training, the programme will equip individuals with the skills, knowledge, and networks to advance systemic change, challenging the system to reimagine who can be a leader. The programme is led by Nola Sterling, ELEVATE CJS Project Manager.

Year one of the programme will involve a cohort of up to 20 emerging leaders starting in January 2023. The year two cohort of up to 20 emerging leaders will start in January 2024.

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 to reflect the diversity of our ELEVATE CJS participants.

Job description - ELEVATE CJS Project Officer (part-time 17.5 hours per week)

(18-month fixed term contract, with possible extension subject to funding)

Main roles and responsibilities:

Project delivery

- Work with the ELEVATE CJS Project Manager to implement the project plan for the programme within budget.
- Lead on the administration and logistics related to:
 - a) ELEVATE CJS participants including expenses, travel, communications with the CJA and their peer group, and basic IT support.
 - b) The facilitators to ensure effective delivery against project milestones.
 - c) Organisation and delivery of workshops and events (physical and in-person), including venues, equipment and technology.
 - d) The recruitment of participants for 2024 cohort, including the taster day, application and selection process.
 - e) Organisation of bi-monthly Advisory Group meetings, including preparing papers, taking minutes and developing action plans.

Employer engagement

- Lead on the administration and logistics of the work placements and employer support.
- Support the development of resources and toolkits co-designed with employers.

Monitoring and evaluation

- Support the development and updating of databases and systems for collecting and monitoring evidence, feedback and data from stakeholders throughout the project.
- Support the administration and logistics of the external evaluation.

Communication and CJA member engagement

- Support the administration and logistics of the programme promotion, including working with the Communications and Engagement Manager to contribute copy to the CJA website and social media.
- Support the dissemination of learnings and resources from the project to CJA members and others.

Person specification

Essential

- At least two years relevant work experience (paid or unpaid).
- Excellent time management skills and the ability to balance competing priorities.
- Ability to write clearly with accuracy and attention to detail.
- Good presentation skills.
- Strong IT and administrative skills.
- Ability to work collaboratively with a range of stakeholders.
- Ability to work flexibly as part of a small team.
- An understanding what enables people with lived experience to flourish and progress.
- An understanding of safeguarding principles and professional boundaries.
- Commitment to the vision, mission and strategic objectives of the CJA and ELEVATE CJS; in particular proven commitment to equity, diversity and inclusion.

- Willingness to travel within England and Wales and to work outside of office hours when required (for example twice yearly in person weekend residentials and other programme group work will be held weekly on Wednesday evenings online and once a month on Saturday mornings in person).

Desirable

- Lived experience* of the criminal justice system of England and Wales.
- An understanding of inclusive employment practices.
- An understanding of monitoring and evaluation.
- Experience of producing content for social media and/or websites e.g. blogs.

Key terms and conditions

- **Location:** CJA office in central London. We have an agile working policy which allows for hybrid working.
- **Salary:** £28,000 –30,000 p.a. (pro rata, depending on experience)
- **Normal hours:** Notional hours for the purpose of calculating sick pay etc. are 17.5 hours a week. However, the demands of the post occasionally require a flexible approach to timing and duration of the working day, and this may include evenings and weekends. Two consecutive full-time days plus Wednesday evenings (5.30-9pm) to provide support for the online workshops is preferred. Support may also be required on occasion on a Saturday morning for the in-person workshops if other project staff not available.
- **Annual Leave:** 25 days (pro rata) 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.
- A DBS check is required for this role, but there is not an expectation it will be 'clean'.

*The CJA adopts a wide definition of lived experience. Applicants may have been over-policed, have convictions, have served a prison / community sentence, have been a victim of crime and/or have family members in prison.