



<b>Post:</b>	Operations Officer
<b>Job purpose:</b>	To support the delivery of the RJC's Practice Registration project and the development of new projects
<b>Reports to:</b>	Chief Executive Officer
<b>Salary:</b>	£30,000 plus 7% pension contribution (pro-rata)
<b>Period of employment:</b>	Permanent
<b>Hours:</b>	Part time (30 hours per week)
<b>Location:</b>	Home based

### **About the Restorative Justice Council**

The Restorative Justice Council (RJC) is the leading restorative practice organisation in England and Wales.

As the independent third sector membership body for the field of restorative practice, our role is to promote awareness and understanding of restorative practice, ensure quality in its delivery and support our members to collaborate and develop their practice. We set and champion clear standards for restorative practice and provide accreditation and quality assurance. We also act as a national voice advocating the widespread use of all forms of restorative practice.

The ultimate aim of the RJC is to drive take-up and to enable safe, high quality restorative practice to develop and thrive. Our vision is of a society where high-quality restorative practice is available to all.

### **About the post**

At an exciting time in the RJC's development, the operations officer will play an important role at the heart of the organisation. The post holder will support the day-to-day delivery of the RJC's practice registration process including carrying out assessments against the RJC's Practice Registration Frameworks. The operations officer will work closely with the chief executive officer to ensure that the RJC's standards and guidance for the restorative practice field are fit for purpose. They will also play a leading role in co-ordinating and facilitating events for the RJC's stakeholders and members as well as representing the RJC in a range of forums, including in meetings, at conferences and at other events.

## **Job Description**

### ***Standards and Practice Registration***

- To co-ordinate the day-to-day running of the RJC's standards and practice registration work
- To carry out assessments against RJC Practice Registration Frameworks, with appropriate support and supervision.
- Using the RJC's customer relations management systems (CRM) to maintain up to date information on members and to process registration applications.
- Co-ordinate the process of registration renewal.
- To support the CEO to ensure that the RJC's standards and guidance for the restorative practice field are fit for purpose.

### ***Membership Engagement***

- To build and maintain strong relationships with the RJC's stakeholders.
- To co-ordinate and facilitate events for the RJC's stakeholders and members.
- To represent the RJC publicly and promote the work of the RJC in a range of forums, including in meetings, at conferences and at other events.

### ***Supporting the Development of New Projects***

- To support the RJC's fundraising and income generation work, including contributing to the development of new funding bids.

### ***Other***

- To promote the RJC and its products and services to members, the restorative practice field and more broadly.
- To carry out any other duties as required by the RJC

## **Person Specification**

### ***Essential***

- A minimum of 3+ years experience of working within the restorative practice field
- Evidence of working flexibly and collaboratively under pressure and to tight deadlines
- Experience of project management
- Evidence of effective written and verbal communication skills for a range of audiences in a variety of formats
- Experience of working independently with limited supervision and on own initiative
- Evidence of good problem solving skills
- An understanding of the diversity and values of restorative practice
- Excellent IT skills, including the ability to use Microsoft Word, access websites, online meeting platforms and outlook

## ***Desirable***

- Experience of working according to the RJC's Principles of Restorative Processes (2020) and/or the National Occupational Standards for Restorative Practice (2010) and the RJC's Practice Guidance (2020) and Registration Frameworks
- An informed understanding of standards, accreditation and quality assurance practice and processes in any sector
- Experience of using Microsoft SharePoint
- Experience of the development of proposals for funding
- Experience of organising events

## **Employment information**

This section summarises basic information about employment terms and conditions. Full terms and conditions will be included in the contract of employment that will be offered to the successful applicant. This summary does not form part of a subsequent employment contract.

### **Location**

This role is home-based.

### **Hours of work**

Part time hours are 30 hours per week, Monday to Friday. Core hours are 10am-4pm, although there is some flexibility. Some work outside of these hours may be necessary.

### **Period of employment**

This is a permanent position.

### **Benefits**

The salary for this post is £30,000 per annum (pro-rata). Salaries are paid monthly in arrears, on the 25<sup>th</sup> of each month.

The annual leave entitlement is 25 days, plus statutory holidays.

On completion of the probationary period, the RJC will make a pension contribution equivalent to 7% of gross salary.

### **Probationary period**

There will be a probationary period of six months.

### **How to apply**

All applicants should complete the application form (available [HERE](#)) and submit it to [james.simon@restorativejustice.org.uk](mailto:james.simon@restorativejustice.org.uk) (please put 'Operations Officer application' in the subject line) or by post to: Operations Officer applications, Restorative Justice Council, Rouen House, Rouen Road, Norwich, NR1 1RB.

We would be grateful if you could also complete and return an equal opportunities monitoring form, available [HERE](#)

You are welcome to contact Jim Simon (CEO), at [james.simon@restorativejustice.org.uk](mailto:james.simon@restorativejustice.org.uk) to arrange a time to discuss the position informally.

The closing date for receipt of applications is **5pm on Sunday 31<sup>st</sup> January 2021.**

Please note that first interviews will take place on **Wednesday 10<sup>th</sup> February via Microsoft Teams**. If you are not available on these dates please let us know when you submit your application.