



Post:	Policy and Communications Officer
Job purpose:	To contribute to the delivery of the RJC's communications, marketing, and policy development work.
Salary:	£25,250 per annum
Hours:	Full time (37.5 hours per week)
Duration	The contract would be for an initial three-month period, with the potential for extension.
Location:	London

About the Restorative Justice Council

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

As the independent 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 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

The RJC is seeking a dynamic individual who thrives in a fast-paced environment to contribute to our important work. The person we are looking for will play a pivotal role in our communications and policy work, helping to position the RJC as the leading authority on restorative practice in England and Wales. They will also contribute to work to market our products and services to the restorative practice field.

This role requires excellent communications skills – the ability to write fluently for a variety of audiences is a must – and the ability to manage the RJC's website and social media channels. The capacity to manage a complex and demanding workload is essential, as are excellent interpersonal skills and strong attention to detail.

Job description

The core responsibilities of this post are:

- To create high quality copy for all RJC communications channels, including Resolution magazine, members' bulletins and other publications.
- To develop, create content for and monitor the RJC's website and social media presence.
- To proofread and format documents and manage the production of printed materials, including liaising with printers, designers and proofreaders.
- To provide pro-active and reactive media relations, including scoping contacts and pitching news stories with national, local and trade press.
- To source, interview and write up case studies.
- To contribute to the RJC's policy development work, including developing briefings and consultation responses.
- To promote the RJC and its products and services to members, the restorative practice field and more broadly.
- To develop and deliver events for the RJC's stakeholders and members.
- To support the RJC's fundraising and income generation work.
- To represent the RJC publicly and promote the work of the RJC in a range of forums, including at conferences and at other events.
- To carry out any other duties, as required by the post.

Person specification

Essential

- Excellent written and verbal communication skills, including the ability to write clearly and compellingly for a range of audiences.
- Strong attention to detail.
- Experience of using social media (including Twitter, Facebook, and LinkedIn).
- Experience of organising events.
- Ability to produce consultation responses and other policy documents.
- Ability to work effectively under pressure and to tight deadlines.
- Ability to organise and prioritise your own workload.
- Strong IT skills and the ability to apply them to new and bespoke systems.
- Strong team working and interpersonal skills.
- Commitment to restorative principles.

Desirable

- Previous experience in a press, communications, journalism or marketing role.
- Experience of managing proactive and reactive media relations, including pitching news stories with national, local and trade press.
- Experience of maintaining and updating websites, using Drupal or an equivalent content management system.

- Experience of using Adobe InDesign and Adobe PhotoShop or equivalent software.
- Experience of using Microsoft SharePoint.
- Knowledge of restorative justice in practice and theory.
- Understanding of the criminal justice system and other sectors relevant to restorative practice.

How to apply

To apply, please send a CV and covering letter stating why you are interested in this role to Jon Collins, the RJC's chief executive, at jon@restorativejustice.org.uk.

Please note that interviews will take place on 14th, 18th or 19th July 2017 and the successful candidate will ideally start on Wednesday 2nd August 2017.

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

The RJC's office, where this post will be based, is currently at Canterbury Court, 1-3 Brixton Road, Oval, London, SW9 6DE.

The role may involve some travel and occasional overnight stays.

Hours of work

Full time hours are 37.5 hours per week, Monday to Friday. Core hours are 10am-4pm. Start time can be from 8am and end time can be up to 6.30pm. Some work outside of these hours may be necessary. Job share applicants are welcome to apply.

Benefits

The salary for this post is £25,250 per annum. Salaries are paid monthly in arrears, at the end of the 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.

Contract type

The contract would be for an initial three-month period, with the potential for extension.

Probationary period

There will be a probationary period of one month.