



## **Policy and Public Affairs Officer**

### Job Description

Salary: £25,250 pa

Hours: Full time – 37.5 hours per week.

Contract: Permanent

Location: Holborn, Central London

Responsible to: Senior Policy and Public Affairs Manager

### [About the Restorative Justice Council](#)

The Restorative Justice Council (RJC) is the independent third sector membership body for the field of restorative practice. It sets standards, provides quality assurance and acts as a national voice advocating the widespread use of all forms of restorative practice, including restorative justice. The RJC aims to drive take-up of restorative practice and to enable safe, high-quality restorative practice to develop and thrive.

### [About the post](#)

The post holder will support the policy and stakeholder engagement team in developing and monitoring the RJC's policy, research and public affairs work. The post requires a highly motivated individual able to work well on their own and in a team. They will need to be resourceful and personable as they will be working with our key partners and developing relationships with new stakeholders. They will need to write policy documents and consultation responses so will need excellent writing skills.

### [Job Description](#)

- Assisting the Senior Policy and Public Affairs Manager, Head of External Affairs and CEO in policy matters, stakeholder engagement and parliamentary activity.
- Horizon scanning and monitoring policy areas and relevant policy and stakeholder events.
- Overseeing the production of RJC stakeholder and policy publications.
- Writing consultation responses and news pieces on policy; maintaining and uploading to RJC website.
- Conducting research and preparing written reports on the findings.

- Developing and overseeing stakeholder events in collaboration with our Stakeholder Engagement and Fundraising officer.
- Attending events and meetings on behalf of the RJC, contributing appropriately and reporting back.
- Monitoring objectives, targets and performance indicators for the RJC's policy and public affairs work.
- Working on specific projects to support the External Affairs Team and other departments where necessary.
- Such other duties compatible with the post as may be required.

#### Person specification:

##### Essential

- 1) Excellent written and verbal communication skills.
- 2) Good knowledge of Whitehall and Westminster processes and procedures.
- 3) Ability to use initiative, organise and prioritise workload and meet deadlines.
- 4) Strong attention to detail in analyzing documents, reports and legislation.
- 5) Ability to engage with a variety of stakeholders in a professional manner.
- 6) Strong IT skills including familiarity with Microsoft Office products.
- 7) Strong team working and interpersonal skills; able to work with peers on joint objectives.
- 8) Graduate or equivalent with proven track record in policy research.
- 9) Well organised with experience of gathering facts into summary briefings.
- 10) A commitment to the work of the RJC.

##### Desirable

- a) Knowledge of restorative justice in practice and theory.
- b) Understanding of the criminal justice system and other sectors relevant to restorative practice.
- c) Policy experience including how policy is implemented.
- d) Interested in politics, political institutions, and political engagement.
- e) Background in the voluntary sector.

- f) Commitment to restorative principles.

### **Application process**

All applicants should complete the application form and submit it to [enquiries@restorativejustice.org.uk](mailto:enquiries@restorativejustice.org.uk) or by post to: Restorative Justice Council, Beacon House, 113 Kingsway, London WC2B 6PP. We would be grateful if you could also complete and return an equal opportunities monitoring form.

You are welcome to contact the Senior Policy Public Affairs Manager on 020 7831 5700 to discuss the position informally.

The closing date for receipt of applications is **5pm on Monday 6 July 2015**.

### **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 Beacon House, 113 Kingsway, London WC2B 6PP. The role will involve occasional travel and 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 10% of gross salary.

#### *Probationary period*

There will be a probationary period of three months.