



Post:	Public Relations and Media Officer
Job purpose:	To enhance the Restorative Justice Council's public profile, increase awareness of restorative justice, and manage all external communications and media relations.
Reports to:	Assistant Chief Executive Officer
Full time Salary Grade:	£40,000 - £45,000 plus 5% matched pension contribution
Period of employment:	Fixed-Term (3 Years)
Hours:	37.5 hours per week (full time)
Location:	Home based (you must reside in the UK)

ABOUT THE RESTORATIVE JUSTICE COUNCIL

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

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

The Public Relations and Media Officer will take a leading role in shaping and executing the Restorative Justice Council's external communications strategy, overseeing media relations, and enhancing the organisation's public profile across England, Wales, and Northern Ireland.

The Officer will also be responsible for high-profile media engagement specifically relating to the Horizon Project, ensuring its outcomes, impact, and learning are communicated effectively to national audiences.

With a national remit, this high-profile position is pivotal in raising awareness and deepening understanding of restorative justice among diverse audiences including policymakers,

practitioners, the media, and the wider public. The Officer will be responsible for proactively managing and responding to complex and sensitive media issues, ensuring the RJC is recognised as the authoritative national voice for restorative practice. This includes leading media engagement for the Horizon Project, coordinating national campaigns, crafting impactful messaging about its achievements, fostering relationships with key media outlets, and advising senior leadership on public communications.

Additionally, the role requires navigating high-stakes public engagement, safeguarding the organisation's reputation, and supporting the Council's advocacy efforts to promote the widespread adoption of restorative practice. The Officer's work will directly influence public perception and policy, reinforcing the RJC's commitment to quality, safety, and accessibility in restorative justice throughout the country, including the Horizon Project's contributions and impact.

KEY RESPONSIBILITIES

Media Relations and Press

- Draft and deliver high-profile press releases, statements and briefings, including on sensitive and complex issues.
- Act as the first point of contact for media enquiries and manage requests professionally and promptly.
- Build and maintain relationships with journalists and media outlets at local, regional and national level.
- Identify proactive media opportunities to promote the work and impact of the RJC.
- Prepare spokespeople with key messages, briefing notes and lines to take.
- Monitor and analyse media coverage relevant to the RJC and restorative justice.
- Support reputational risk management and crisis communications.

Social Media and Digital Communications

- Manage and develop the RJC's social media presence.
- Plan and deliver social media campaigns to raise awareness of restorative justice and RJC initiatives.
- Create, schedule and evaluate digital content using analytics and insights.
- Ensure consistent tone, branding and messaging across all digital platforms.

Raising the Profile of RJC and Restorative Justice

- Strengthen the public profile of the RJC as the national voice of restorative justice.
- Translate complex policy and practice into accessible public-facing communications.
- Support campaigns, events and launches aligned with strategic priorities.

PERSON SPECIFICATION

Please ensure that you address each of the following criteria in your application in turn with reference to examples to demonstrate that you meet the essential and, where applicable, the desirable criteria:

Essential:

- *Proven experience in public relations, media or communications.*
- *Experience handling high-profile media activity and press enquiries.*
- *Excellent written and verbal communication skills.*
- *Experience managing organisational social media accounts.*
- *Strong judgement, professionalism and discretion.*
- *Commitment to the values and principles of restorative justice.*

Desirable:

- *Experience working with national media.*
- *Experience in justice, victim support or related sectors.*
- *Understanding of reputational risk and crisis communications.*

Additional Requirements

- *Signing of a Non-Disclosure Agreement prior to employment*

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 (you must reside in the UK). Some national and international travel will be required.

Hours of work: 37.5 hours per week (full time) or 18.75 hours per week (part time), with working hours to be agreed with the successful candidate. Occasional out-of-hours or rapid-response working may be required.

Period of employment / Probationary period: This is a 3yr fixed term position with potential to extend. There will be a probationary period of six months

Benefits: The starting salary for this post is £40,000 per annum (full time equivalent) paid in arrears, on the 25th of each month

The annual leave entitlement is 25 days, plus statutory holidays (full time equivalent) and 2 additional weeks for Christmas Closure

On completion of the probationary period, the RJC will make a matched pension contribution equivalent to 5% of gross salary

Support for staff: We recognise that some staff members may require some practical adjustments, once in post, to enable them to carry out their role. If, during the recruitment process, you would like to discuss any adjustments that you might require to enable you to carry out the role you are applying for, you are welcome to contact the Recruitment Officer to discuss this further.