**Community Justice Scotland**

Ceartas Coimhearsnachd Alba

Digital Lead

Recruitment Pack

March 2022

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**1 Overview**

Launched on 1 April 2017 by the Community Justice (Scotland) Act 2016, Community Justice Scotland (CJS) is the national body for community justice in Scotland. Find out more: <https://communityjustice.scot/>

* We provide leadership, training and insight to support partners to prevent offending and reduce the number of future victims.
* We work to change the conversation about justice, increasing understanding and support for what will make Scotland better for all of us.
* We give expert evidence and detailed briefings to a range of partners, help to shape laws and policies to be the best they can for everyone in our community.
* We work with our partners and assist in driving change by identifying improvements and challenges in our community justice system.
* We identify worldwide expertise, best practice, and introduce fresh ideas which inspire innovation and change.

Our vision is to make Scotland a safer place to live by leading and promoting world-class standards of community justice. This will only be possible with support from across our society, including from partners, third sector, those impacted by the justice system, the public and beyond.

**Role: Digital Lead**

**Salary: £31,542 – £36,129**

**Contract: Permanent**

Our [People Strategy](https://communityjustice.scot/wp-content/uploads/2021/03/CJS-People-Strategy_March-2021.pdf) sets out our vision for the type of organisation we want to be. In this time of uncertainty and a rapidly changing world we know that our people are the most important part of our success. We know that if you like the people, enjoy the role and feel listened to and valued, you will feel fulfilled and productive in your role. You’ll join an extraordinary team of driven, passionate individuals who work and support each other to deliver really high quality work. We are highly committed, fun and supportive. We learn from each other and promote continuous improvement in what we do. You will meet great people and you will be inspired by the work that goes on across Scotland and beyond.

CJS is a values based organisation and we thread our values through everything we do. Our [Values in Action](https://communityjustice.scot/wp-content/uploads/2021/03/Values-in-Action-2020.pdf) document shows our commitment of how we work together as a team and with our stakeholders and our community

2 **Your role: your strengths**

This role is perfect for someone who wants the opportunity to develop their own role and lead the digital agenda across the organisation. With this you will bring strong communication skills and a proactive attitude, supporting colleagues to grow their digital understanding and awareness. You will enjoy helping others and be able to tailor your delivery of key messages to suit different audiences.

As the Digital lead for CJS you will lead the implementation of the digital strategy. You will be the digital expert within the organisation and act as the single point of contact for central digital related queries from colleagues. You will advise and deliver on digital elements of project work, providing direct support to project leads. As well as project work you will lead on managing our digital services, this will include discussions/negotiations with contractors and interfacing with Scottish Government ICT in terms of the services they provide to CJS. An important element of this role will be cyber security, you will have a strong understanding and knowledge on cyber security policies and practices and will lead on protecting CJS from the risks of cyber intrusion/crime.

**3 Essential**

* Previous experience in digital implementation
* Strong understanding of digital accessibility
* Ability to work on own initiative
* Experience or willing to learn various software packages including; tableau.
* Expert knowledge of digitalisation including opportunities and risks
* Experience of project working and working to a budget
* Self-starter with a creative flare and a proactive attitude
* Strong communicator

**4 Desirable**

* Experience of working in the public sector
* Procurement: contract negotiation and management

**5 Flexible Working**

CJS offers flexible working. We are based in Edinburgh and currently operate a hybrid working model. CJS is committed to being a disability confident employer.

**6 How to Apply**

Please send us your application form that details how you meet the criteria for the post. You can complete this form in written format or submit a video or audio application.

**If you have any questions, please do not hesitate to get in touch via at**

[HR@communityjustice.scot](mailto:HR@communityjustice.scot)

**Closing date for applications is 14 April 2022 at 12:00 noon.**

**Interviews will take place in person or online via Zoom/teams w/c 2 May 2022**

**Any questions you can contact Nina Rogers, Head of People on 07557 647 849.**

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