**Community Justice Scotland**

Ceartas Coimhearsnachd Alba

Restorative Justice Officer

Recruitment Pack

April 2022

**Contents**

1. Overview
2. Your Role: Your Strengths
3. Main Duties
4. Essential criteria
5. Desirable criteria
6. Flexible Working
7. How to Apply

**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: Restorative Justice Officer**

**Salary: £31,542 - £36,129**

**Contract**: **Fixed Term until 31 March 2023**

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**

Working with the CJS Restorative Justice National Team, The Centre for Youth and Criminal Justice and Scottish Government colleagues, you will support the national Restorative Justice Stakeholder Group to deliver the outcomes provided within The Restorative Justice Action Plan 2019-2023.

Working with the CJS Restorative Justice National Team and stakeholders from the working group(s) you will support the development and delivery of robust, SMART action plans that underpin each outcome.

You will produce high quality written documents which support the Restorative Justice Lead, Restorative Justice National Team and stakeholders in their decision-making.

You will support and facilitate engagement and participation events for internal and external stakeholders in order to improve awareness and understanding of restorative justice, and identify creative methods to support communication for services and communities.

**3 Main Duties**

Communications Delivery and Development: Stakeholder and Public Engagement

In order to support robust messaging and improvement in understanding of restorative justice across Scotland, you will work with the Restorative Justice National Team in analysing research and evidence in the area to identify key messages and information which could be used in the communication and promotion of restorative justice and it’s benefits to both stakeholders and the public.

You will consult with community members and community groups on their understanding of restorative justice and their requirements from the model for the delivery of restorative justice in Scotland. You will use information gained to advise on gaps in knowledge for action to improve understanding and also to advise the Restorative Justice National Team on how to incorporate identified needs into the delivery of the model.

On identification of key messages, you will consider how these could be communicated to key groups. This will require creativity and the ability to consider varying methods for communication which best meet the needs of the audience.

You will use your communication skills, both oral and written, to engage with a broad range of stakeholders and community members. Where necessary, you will present data and information as part of local and national events and forums, representing Community Justice Scotland and the Restorative Justice National Team to a high standard.

You will be required to support the roll out of the agreed model for restorative justice delivery across Scotland as part of the Restorative Justice National Team and under the oversight of the Restorative Justice Lead.

Data Development and Presentation

Working as part of the Restorative Justice National Team, you will support the development of effective and evidence based restorative justice activity, sourcing evidence from a range of analytical, academic and statistical sources for their analysis. You will interpret information to inform decision making. You will use your objectivity to evaluate potential sources of information and their accuracy and credibility.

You will use data analysis tools and presentation software (e.g. Advanced Microsoft Excel, nVivo, Microsoft Visio, Tableau) to input information and query data sets, presenting findings to colleagues and partners. You will also identify gaps in the information and how these might be addressed.

You will ensure that all data collation and dissemination, both internal and external, is completed in line with data protection principles.

You will work co-operatively across teams as required in line with the wider priorities and aims of Community Justice Scotland.

Specific Tasks

1 Support and coordinate the activity of the Restorative Justice Stakeholder Group against the outcomes of the Restorative Justice Action Plan 2019-23.

2 Monitor and report on progress made against the Action Plan to the Restorative Justice Stakeholder Group and other interested parties/partnerships, identifying any lag in progress and advising the Restorative Justice Lead on this.

3 Support the identification of key messages and information on restorative justice and its benefits through analysis of research and evidence in this area.

4 Work with stakeholders and community groups to gauge current understanding of restorative justice and collate information that will enable local needs to be met more effectively and suggest new methods that will improve communications on restorative justice.

5 Identify new and creative ways to communicate with stakeholders and communities on restorative justice and its benefits, including methods to monitor improvement in awareness and understanding.

6 Support the Restorative Justice National Team during the roll out of the model for restorative justice delivery across Scotland.

7 Provide evidence-based advice and support on available data and research in restorative justice and restorative approaches both nationally and internationally to inform organisational activity and that of our stakeholders.

8 Present data and information on restorative justice and restorative approaches in both oral and written formats, to both internal and external audiences, as a representative of Community Justice Scotland.

9 Develop and maintain effective relationships with internal colleagues and external partners.

**4 Essential**

* Experience of working within a Community Justice and/or policy development role
* Experience of collating, processing and disseminating datasets and the use of software packages to analyse and present data findings (eg Advanced Microsoft Excel, nVivo, Microsoft Visio, Tableau)
* Experience in the coordination of multiagency working group(s)
* Experience in report writing for local and/or national audiences using a range of data sources, and the ability to monitor and report on progress towards an outcome-focussed action plan
* Experience in the identification of key messages and information and their dissemination in creative ways, to improve awareness and/or understanding of key policy areas.
* Experience in stakeholder engagement with a range of partners, particularly in the public and third sectors
* **Experience in approaches taken to engage with communities.**
* Attention to detail - Administrative and organisational skills

**5 Desirable**

* **Experience of working in a restorative justice or restorative approach role**
* **Understanding of Scottish criminal justice and community justice processes.**
* **Experience of supporting projects using improvement science methodology and evaluation techniques.**

**6 Flexible Working**

CJS offers flexible working. We are based in Edinburgh and currently remote working in line with Scottish Government advice.

CJS is a disability confident committed employer working towards becoming a Disability Employer and as such we are an inclusive and accessible organisation.

**7 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 would like to apply using an alternatively method, please contact our HR Team either via email at [HR@communityjustice.scot](mailto:HR@communityjustice.scot), text or phone.

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

[HR@communityjustice.scot](mailto:HR@communityjustice.scot), text or phone. CJS are an inclusive organisation and as such we are happy to make reasonable adjustment for any candidate.

As a Disability Confident employer we will guarantee an interview to disabled candidates who meet all of the essential criteria. If this applies to you please include ‘**DC eligible’** within your submission email.

**Closing date for applications is 5 May 2022**

**Interviews will take place in person w/c 23 May 2022**

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

First published March 2021

Community Justice Scotland

R1 Spur

Saughton House

Broomhouse Drive

Edinburgh

EH11 3DX

<Tel:0300> 244 8420

[www.communityjustice.scot](http://www.communityjustice.scot)

|  |  |  |
| --- | --- | --- |
|  |  | dc_badge2 |

To view our privacy policy, visit our website at: [Community Justice Scotland](https://communityjustice.scot/)