**Details**

Job Title: Development Co-ordinator

Location: Edinburgh[[1]](#footnote-1)

Reporting to: CCPS Director

Term: Until 31st March 2023 (extension beyond that subject to funding)

Working pattern: Full time (35 hours a week)

**About Us**

The Criminal Justice Voluntary Sector Forum (CJVSF) is a collaboration of voluntary sector organisations working in community justice in Scotland.

CJVSF seeks to:

* Support voluntary sector providers to improve their own community justice services through collaboration and sharing of good practice
* Assist voluntary sector providers to understand, navigate and inform the improvement criminal and community justice systems, processes, policies and practice.
* Promote broader awareness of the activities, value and contribution of third sector services within community justice

The CJVSF is hosted by the Coalition of Care and Support Providers in Scotland (CCPS.)  For more information on our work see [www.ccpscotland.org/cjvsf](http://www.ccpscotland.org/cjvsf)

**Job purpose**

To work with the other CJVSF Development Co-ordinator to successfully co-ordinate and deliver a programme of activity designed to support voluntary sector organisations in Scotland working within the community justice system.

**Main activities**

***Supporting the Forum***

* Co-ordinate, plan, organise and deliver engaging Forum membership meetings, events and projects
* Support and co-ordinate CJVSF participation and engagement with a range of relevant working groups and policy and practice developments
* Provide Secretariat support to the Executive Committee and Membership meetings - drafting and distributing papers; taking minutes and following up on required action.
* Produce information bulletins and briefing papers

***Supporting collaborative working with partners and stakeholders***

* Act as a single point of contact for disseminating information and raising queries to/from members and external partners and stakeholders
* Promote a positive public image of the Forum and raise awareness of the contribution made by the voluntary sector to criminal justice services in Scotland
* Maintain good and productive working relationships with the Scottish Government, Community Justice Scotland, Scottish Prison Service, Social Work Scotland, local community justice partnerships and other relevant bodies
* In conjunction with CJVSF members, represent the Forum at meetings with the Scottish Government, local authority associations and other relevant bodies as appropriate.

***Policy and research***

* Research, prepare and submit papers to the Membership, Executive Committee, local and national Government and other relevant bodies on issues relevant to the Forum
* Run and analyse surveys
* Maintain awareness of key developments in justice policy and practice in Scotland and the UK (and wider as necessary) and other related policy areas.

***Working with CCPS***

* Work with CCPS staff to ensure that the work of the Forum remains consistent and connected with other strands of work conducted by CCPS.
* Ensure that relevant Forum processes (e.g. finance, invoicing) are handled in accordance with CCPS procedures.
* Any other duties are required.

**What we’re looking for**

***Education, Qualifications and Skills***

You should be of graduate calibre and able to demonstrate strong intellectual and organisational capabilities. We are looking for someone who is a self- starter who can perform to a high standard without significant direct supervision.

* **You are a skilled at collaborative working**: You have experience in, and knowledge of, working with people to understand different perspectives and to be able to work together to strengthen practice or improve collaborative approaches.
* **You have experience of development** (in policy or services.) You know how to build projects and activities from policy issues and ideas.
* **You can gather, analyse and synthesise information:** You know how to search for information, critically appraise it and put it together to form engaging and relevant briefings, website copy and other documents.
* **You can design events and facilitate discussions**: You’re experienced in handling groups of people, whether as a workshop lead, facilitator or chair. You know how to approach sensitive topics and diplomatically manage challenging conversations.
* **You know about criminal justice and related social issues**: You need to have some knowledge of the community and criminal justice sector and how it works and links to other systems.
* **You can use IT:** You are confident in using standard Microsoft package (Excel, Word, PowerPoint and Outlook) and using the web for research. You know how to approach learning new systems.
* **You can communicate clearly:** You have experience and skills in verbal and written communications with different groups of people. You’re a confident speaker.
* **You can work independently:** You are confident in directing your own work but you also know when to check in with colleagues about the direction you’re taking.

**Major terms and conditions**

The post has the following terms and conditions package:

• Salary CCPS Salary Scale Spinal Point 30 £30,576

• Five weeks annual leave plus 11 public holidays

• Optional contributory pension scheme

• Core working hours 35 hours per week (although from time-to-time additional hours may be necessary).

Please complete the enclosed application form ensuring that you complete every section. **Please note that CVs will not be accepted in lieu of completion of the form.**

Please send completed forms to Caroline Scott at:

CCPS

Norton Park

57 Albion Road

Edinburgh EH7 5QY

[Caroline.Scott@ccpscotland.org](mailto:Caroline.Scott@ccpscotland.org)

Electronic copies of the form are also available at [www.ccpscotland.org/news](http://www.ccpscotland.org/news)

**Closing date for applications:** 5pm 27th May 2022

**Interview date:** 8th June (Interviews will take place online)

*This post is funded by the Scottish Government*

1. NB. The Forum has a national remit. Although the Forum’s office premises will be based in Edinburgh, staff are currently working from home. Travel throughout Scotland is also a feature of this post. [↑](#footnote-ref-1)