

RECRUITMENT PACK

Restorative Justice Lead

Thank you for taking time to explore information on the post **Restorative Justice Lead** with Prison Fellowship Scotland.

Currently there are over 8,000 men and women in Scotland's 15 prisons and 2 community custody units. In the last 12 months this number has hit record levels, with the highest ever number of people in prison. We hold the dubious distinction of locking up more people per head of population than almost anyone else in Western Europe. We also have a high rate of reoffending, with around 27% of those convicted reoffending within the first year.

This post is all about helping Prison Fellowship grow our work in the area of **Restorative Justice**. Currently in this area of work, we run a course in prisons known as the **Sycamore Tree Course**, that helps those in prison take responsibility for the harm they have caused. **In 2025 we ran 50 courses for 370 men and women.** The successful applicant will take this as a strong foundation to build on. They will be responsible for refreshing the course material, recruiting and training volunteers, liaising with chaplains, and ensuring the course is delivered consistently across all the prison establishments in Scotland. **But more than this, they will work collaboratively with other organisations in Scotland to help drive forward an agenda of restorative justice being available to those in prison.**

To make this possible, we are looking for someone to join our team **who is passionate about the possibilities of making a difference in our justice system, helping us move the dial to a more restorative system, and has a strong Christian faith.** The successful candidate will need to be able to work collaboratively with other Prison Fellowship staff, with the prison service, as well as with other agencies already working in this sector.

In addition, the successful applicant will seek to raise greater awareness within churches across Scotland of the needs of those caught up in the justice system. They will support churches in advocating for a more restorative approach to justice, challenging voices that call only for retribution and punishment.

Hopefully this pack gives you the information you need on the job, but if you have any questions, always feel free to get in touch with us before applying.



John Nonhebel, Executive Director



ABOUT PRISON FELLOWSHIP SCOTLAND

Prison Fellowship Scotland is a Christian charity working with the men and women in Scotland's prisons. Through our partnership with the Scottish Prison Service, we support chaplains in these prisons by running programmes that allow people in prison to explore and respond to the Christian faith and to take responsibility for the harm they have caused. We also support the families of those in prison.

The motivation behind our work is compassion and a belief that God is in the business of restoring lives. The people we work with have had their lives torn apart by bad choices, often as a result of childhood trauma brought upon by neglect and abuse. There is a huge issue of prisoners repeatedly reoffending often with only short gaps between finishing one prison sentence and being caught in the next crime and finding themselves back in Prison. We call this "the revolving door". Our desire is to intervene through compassion, prayer and support to assist men and women to break this cycle.

WHAT WE DO



We run weekly bible study/conversation groups in most of the prisons in Scotland. These are places where groups of men and women meet with volunteers to look at the bible together and have conversations on the Christian faith.



Sycamore Tree Course. This course is based on principles of Restorative Justice and helps those in prison understand the impact of crime on victims and the wider community.



Letter Writing: through this programme volunteers are trained to write letters to those in prison helping overcome loneliness and isolation and to some degree, help mitigate against the huge mental health crisis around being in prison.



Family Support – Through our Angel Tree programme, which provides an opportunity for the children of prisoners to receive Christmas gifts from family members, and our Summer Holiday Programme, which gives children of prisoners the opportunity to attend a Scripture Union holiday – we seek to strengthen the relationship between prisoners and their children.

Apart from these regular and structured activities, at its heart Prison Fellowship Scotland is an organisation that places relationships at the centre of all we do. We recognise the huge needs of those in prison, as well as those who work within the prison system, and we are always open to exploring new ways of supporting prison chaplains and helping people in prison discover a message of hope and the possibility of a new beginning.



Prison Fellowship
SCOTLAND



JOB DESCRIPTION

Job Title:	Restorative Justice Lead, Full Time – 37.5 hours
Organisation:	Prison Fellowship Scotland
Reporting to:	Executive Director Prison Fellowship Scotland
Salary:	£31,000 to £34,000 per annum depending on experience
Location:	PFS Office in Glasgow, with a significant amount of travel to prisons across Scotland.

PURPOSE OF THE ROLE

To lead the delivery and development of the Sycamore Tree Programme across Scotland and contribute to the growth of restorative justice practice within the criminal justice system, working in partnership with prisons, volunteers, and external organisations. Additionally, role will also promote the work of Prison Fellowship Scotland within churches and contribute to wider awareness and understanding of justice issues. Beyond this part of the role will be to work well as part of the wider PFS team as we actively look at new ways of growing the work of the organisation.

KEY RESPONSIBILITIES

Sycamore Tree Course Leadership

- Oversee the delivery of the Sycamore Tree Course across the prison estate in Scotland, ensuring quality and consistency in delivery, regularly leading course and visiting volunteers.
- Ensure volunteers are provided with the necessary resource materials to deliver the course effectively.
- Liaise with prison chaplaincy teams and other prison staff to identify and develop opportunities to run the course.
- Build and maintain strong working relationships across the prison estate.
- Regularly review and update course materials, including the development of video content that reflects stories from the Scottish justice system.
- Collect data on programme delivery and participation and produce reports on programme impact.
- Identify opportunities to expand or strengthen delivery of the programme.
- Gather stories for use in Prison Fellowship Scotland communications.
- Recruit and train volunteers to deliver the Sycamore Tree Course, producing training materials as required.

Restorative Justice Development

- Build relationships with restorative justice practitioners and organisations across Scotland, both within the third sector and government agencies.
- Represent Prison Fellowship Scotland at relevant restorative justice forums.
- Explore and support opportunities to pilot restorative justice conferencing between those who have caused harm and those who have been harmed, working in partnership with relevant organisations to develop these initiatives and ensure that all participants are supported and kept safe.



Volunteer Recruitment, Training and Support

- Recruit, train, and equip volunteers to deliver the Sycamore Tree Course.
- Deliver training for new and existing volunteers.
- Facilitate opportunities for volunteers to meet annually or biennially to share learning and develop practice.

Church Liaison and Advocacy

- Proactively engage with churches and identify opportunities for speaking and partnership.
- Develop and support a speaking team, including preparing necessary resources.
- Work alongside colleagues to identify opportunities to contribute to wider discussions on justice issues.
- Educate and raise awareness of the justice system and the role of restorative approaches.
- Encourage church engagement in supporting those affected by imprisonment.

Other

- Work with the Executive Director to deliver training to PFS volunteers to ensure an up to date relevant and impactful approach to PFS ministry.
- Keep up to date with developments within the SPS and within the wider prison ministry across the UK.
- Help with other PFS activities on an occasional and as needs basis.
- Engage in professional development by actively participating in annual appraisals, regular supervision, and relevant internal or external training, as required.
- Be aligned with PFS values, actively advocate for the organisation, and help generate prayer support for its work.
- Participate in all staff meetings.
- Have a full driving license and access to a car that can be used for work.
- For this post, you must be able to demonstrate a commitment to PFS ethos and vision. It is also an Occupational Requirement (Equality Act – part 1, schedule 9), that the post-holder is a committed Christian and the appointment will be subject to a satisfactory PVG Scheme Disclosure.



PERSON SPECIFICATION

	Essential	Preferred
Experience and Understanding		
• An understanding of Restorative Justice and the role it can play in the justice system.	✓	
• Experience of supporting or working with vulnerable individuals and/or families including an understanding of the effects of childhood trauma.	✓	
• Experience of working with volunteers, including recruitment, support, and development.	✓	
• Experience of developing course material including video resources.		✓
• An understanding of prisons and the role of chaplains.		✓
• An understanding of Scottish criminal justice system.		✓
• Experience of speaking in churches.		✓
• Experience of building and maintaining effective relationships with a range of stakeholders.	✓	
• Experience of working within a team environment.	✓	
• Awareness of issues affecting people in prison and those harmed by crime.		✓
• Experience of networking with a range of organisations both secular and Christian.	✓	
Leadership		
• Ability to inspire confidence and accept responsibility.	✓	
• Experience of leading teams.		✓
• Experience of delivering training or facilitating group-based activities.		✓
• Ability to recruit, envision, inspire and support volunteers.	✓	
• An understanding of Scottish criminal justice system.		✓
• Ability to speak about a Christian responsibility to social justice.		✓
Qualifications		
• Graduate in a relevant discipline that contributes to understanding the justice system in Scotland.	✓	
Aptitude		
• Ability to represent Prison Fellowship Scotland in a professional manner within prisons, churches and networks of government and third sector organisations.	✓	
• Ability to display sensitivity and contextual awareness in communication.	✓	
• Capacity to multi-task across different aspects of a project.	✓	
• Able to demonstrate commitment and drive.	✓	
• Ability to work within the confines of the Scottish Prison Service and comply with the protocols of a secular institution.		✓
• Experience of working with a wide range of churches across Christian denominations.		✓
• Self-aware, a team player who is able to reflect and self-evaluate.	✓	





Work Skills		
• Good time management skills and an ability to prioritise.	✓	
• Ability to develop an extensive knowledge of Restorative Justice and how it can be used effectively within the Scottish Justice System.	✓	
• Excellent written communication and presentation skills; and ability to write well-presented reports and deliver these in a variety of settings.	✓	
• Computer literate, experience of Word, Excel, PowerPoint, Outlook.	✓	
• Ability to collect data from across a wide range of sources and organise it in a way that is useful for others in the staff team.	✓	
Other		
• Able to demonstrate an awareness of Prison Fellowship Scotland's activities.	✓	
• Own transport and a full current driving licence.	✓	

NEXT STEPS

HOW TO APPLY:

FOR GENERAL QUESTIONS ABOUT THE ROLE, PLEASE EMAIL:

john.nonhebel@pfscotland.org

DOWNLOAD YOUR APPLICATION FORM FROM:

www.pfscotland.org/jobs

SUBMIT YOUR COMPLETED APPLICATION FORM AND CV TO:

office@pfscotland.org

CLOSING DATE:

30th September 2026

PROPOSED INTERVIEW DATE:

w/c 12th October 2026