



The Traveller Movement

JOB DESCRIPTION

CRIMINAL JUSTICE POLICY AND CAMPAIGNS OFFICER

Job Title	Criminal Justice Policy and Campaigns Officer
Reporting to	Policy manager
Salary scale, depending on experience	£27,000-£28,000 pro rata
Hours	21 hours (3 days a week), working from home

Ordinarily this role is based at our office in London, with occasional travel outside of London. However due to the ongoing Coronavirus pandemic, the post holder will work from home until further notice.

OVERVIEW OF POST

The Criminal Justice Policy and Campaigns Officer will play a proactive role supporting the development of TMs criminal justice policy and advocacy work, including campaigning activity, research, report writing, public affairs and building networks. The post holder will develop and maintain criminal justice policy, advocacy and campaigns networks nationally. They will be capable of compiling and monitoring data sets, performing qualitative and quantitative research, and writing compelling policy briefs for dissemination at a national level. They will pursue opportunities to influence policy and decisions makers locally and nationally. It will be the post holder's responsibility to liaise with the Traveller Movement's Network Partners and TM Advisory Board on policy developments and relevant campaigns and parliamentary work.

Key areas of responsibility

- To undertake research/policy work including: facilitating interviews and focus groups; analysing and interpreting policy, legislation, identifying good and bad practice; undertaking desk research and content analysis; and forecasting trends and future developments in the Criminal Justice policy field



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- To contribute to the production of proposals, reports and briefings in appropriate forms which may include newsletters, articles, letters and mailings, in paper and electronic form
- Undertake campaigning and lobbying work, organising key parliamentary events and campaigns
- Support, facilitate and develop key community networks to feed into the policy and public affairs process
- Ensure models of good practice in relation to Gypsies, Roma and Travellers are developed and shared
- Organise high profile policy and parliamentary events such as parliamentary receptions and policy round table seminars.
- Share responsibility and support TM annual conference and other events.
- Promote and represent the Project by making regular spoken and written submissions at external meetings and forums.
- Develop and facilitate external support networks and identify models of good practice within other BME communities.
- Attend relevant meetings with other organisations, including at the Ministry of Justice.
- Ensure full consultation and involvement of community member's voice at every opportunity.

Other duties will include:

- Be primarily self-serving and responsible for own administration including, keeping detailed records of project expenditure and report writing.
- Undertake evening and weekend work where necessary and required for the post.
- Undertake additional tasks and responsibilities which may arise on an ad hoc basis and which are relevant to the post.
- Be a team player
- Keep abreast of developing legislation, best policy and practice.



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- Adhere to TM policy and procedures.
- Widespread travel will be required from time to time.
- Ensure all work is properly monitored and evaluated. To have commitment to developing quality by the implementation of Travellers Movement quality evaluation tools along with any other standards set by the Traveller Movement.

Skills and experience

The person we are looking for is likely to have completed a relevant degree, have 1 or more years' experience in a relevant field, will be expected to have:

- An understanding of the criminal justice public policy field in the UK including experience working in the relevant field
- Insights into criminal justice research or access to justice, employability, education, health, social care, or related research preferably with experience in one or more fields
- Evidence of strong written communication: ability to clearly articulate a story by bringing together evidence from a range of sources (primary and secondary sources) about complex policy issues
- Evidence of strong data analysis skills including advanced Excel and graphical presentation of patterns and trends
- Evidence of effective oral communication including some of the following: group facilitation, presentation, contribution to meetings (internal and external), interviewing (telephone and face-to-face) and running focus groups
- Ability to work independently and initiate, plan and prioritise workloads and meet deadlines
- Ability to think creatively and offer ideas in designing our approach to tasks
- Ability to make positive contributions to internal and external teams
- Understanding of how to use IT effectively and appreciate the potential of IT-based solutions and tools to enhance our services to clients.



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PERSONAL SPECIFICATION

No. Selection Criteria	Evidence	Essential	Desirable
1. Technical expertise & qualifications:	Relevant formal professional and/or education qualification(s)	X	
	Current knowledge of the criminal justice system, courts system, community sentencing, prisons and probation.		X
2. Experience:	A least 2 years' experience of working within the policy and campaigning field		X
	Knowledge and experience of principles of community development working with organizations and marginalized communities		X
	Experience of organising high profile events and influencing work		X
3. Knowledge & skills:	Ability to work with accuracy and attention to detail under the pressure of deadlines, Ability to work effectively on own initiative and in small groups and with a wide range of people both internal and external to TM,	X	
	Ability to work in a self-servicing environment	X	
	Ability to conduct research and analyse and present quantitative data	x	
	Flexible and adaptive approach to work	x	
	Excellent skills to assess the criminal justice, courts and prisons and probations systems		X
	Ability to negotiate and influence individuals at all levels.	x	
	Experience of strategic partnership processes with a broad range of statutory and voluntary sector partners		x



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	Active understanding of principles and issues of community engagement and widening participation of marginalized communities	x	
	Understanding of current Equalities and BAME policy frameworks and how these are applied to GRT communities.		X
	<p>Knowledge of GRT communities and the issues confronting them.</p> <p>Commitment to and understanding of Traveller Movement's broad campaigning objectives, including mission and values</p>	x	x