

Policy and research officer

April 2024

About the Centre for Crime and Justice Studies

At the Centre for Crime and Justice Studies we create spaces for collaboration and learning, where conventional criminal justice policy agendas are scrutinised and challenged, fresh knowledge and ideas are discussed, and transformational solutions are developed.

Our vision is of a fair, effective and accountable justice system, in a society less dominated by criminalisation and punishment, because it has developed better ways of preventing and addressing the problems of crime. We prize intellectual openness, and a willingness to engage with difficult questions and challenging ideas. We welcome and encourage scrutiny of our work and are comfortable with the uncertainty that comes from not always having the answer. We recognise the importance of building solidarity and common cause, and reject superficial divisiveness and purity politics.

Our work combines a general programme of educational activities with an in-depth programme, focusing on areas of injustice and public interest. The in-depth programme currently includes strands on Imprisonment for Public Protection, on joint enterprise laws, and on policies intending to address serious violence.

If this sounds like your kind of organisation, we'd love to receive your application.

About the role of policy and research officer

We are recruiting two policy and research officer positions, to join our small and growing team. The roles will combine policy, research, communications, and programme support functions. We are therefore looking for applicants keen to work across a range of tasks, in a small organisation where flexibility and adaptability is important. Both posts are initially for a 12-month period, renewable subject to funding. Staff benefit from 30 days annual leave, plus bank holidays (*pro rata* for part-time staff). We make an eight percent employer contribution to a suitable pension scheme.

Apply for the role

Your completed application form should be emailed to info@crimeandjustice.org.uk by 5pm on Friday, 10 May. Please put RECRUITMENT PRO in the subject heading. You can also return your application by post, or hand deliver it, to: RECRUITMENT PRO, Centre for Crime and Justice Studies, 2 Langley Lane, London SW8 1GB, to arrive no later than 5pm on Friday, 10 May.

We also encourage you to complete our equality and diversity monitoring form. Any information you provide will be anonymised. Completing the form is optional and will not affect your application in any way:

<https://www.crimeandjustice.org.uk/equality-and-diversity-monitoring-form>

Timetable for recruitment

Closing date: Friday, 10 May, 5.00 pm (London time).

Shortlisted applicants contacted by: Thursday, 16 May.

Interviews: Monday, 20 May.

Job Description

Job Title: Policy and research officer

Hours: 35 hours per week

Salary: £33,351, including London weighting

Contract: Twelve-month initial contract, renewable subject to funding

Main purpose of job: Contribute to the effective delivery of the Centre's general educational and in-depth programme activities

Responsible to: Head of Programmes

Place of work: We support hybrid working, mixing home and office working. We place a high value on face-to-face work and collaboration, with our staff currently expected to work from our London office for a minimum of two days per week (*pro rata* for part-time staff).

Main tasks of job:

1. Contribute to the research, drafting, production and creation of various written materials and audio-visual content.
2. Review, edit and correct written material and audio visual content produced by others.
3. Keep abreast of developments in relevant policy and practice areas and communicate these with others.
4. Develop effective relationships with relevant policy makers and opinion formers, advocacy and campaign groups, researchers and academics, policy and practice organisations.
5. Manage and create content for the Centre's website, social media feeds and eBulletins.
6. Assist in the production of the Centre's programme of events and publications.
7. Represent the Centre, from time to time, at external meetings related to its work.
8. Contribute to the delivery of the Centre's other activities, as required.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your evolving role within the staff team and the overall objectives of the Centre for Crime and Justice Studies.

Person specification: Policy and Research Officer

Criteria	Essential	Desirable	How assessed
Qualifications			
A 2:1 or above undergraduate degree in a relevant subject, or equivalent professional experience	X		A
A Master's or higher postgraduate qualification, or equivalent professional experience		X	A
Skills			
Able to assess, analyse and summarise a variety of research, policy, political and advocacy documents	X		A, I
A confident, engaging writing style, with the ability to turn complex ideas into accessible copy	X		I, S
A commitment to accuracy and an eye for detail	X		A, I
Able to establish effective and respectful working relationships with colleagues and external partners and to negotiate and resolve misunderstanding and conflicts	X		A, I
Highly organised, able to meet short-term deadlines, persevere with longer term tasks, and adapt to challenges and opportunities when meeting objectives	X		A, I
Experience			
Working within a professional environment		X	A
Personal qualities			
A flexible and enthusiastic approach to work and willingness to take on a range of tasks	X		A, I
An open and inquiring mind and an interest in a range of ideas, experiences and perspectives	X		A, I
The capacity to offer, and to receive, appropriate challenge	X		A, I
Support the vision and purpose of the Centre for Crime and Justice Studies	X		A, I
<p>A = Application; I = Interview; S = Sample*</p> <p>* Shortlisted candidates will be asked to submit a short sample (up to 500 words) of something they have already written, on any subject, to illustrate their writing style. Please do not submit a sample of writing at this application stage.</p>			