

# JOB DESCRIPTION

## Job title: Development Officer – London

* Full time (37 hours per week)
* £32,029 pa plus 6% pension contribution
* Permanent
* 25 days annual leave
* Office base: London

**Job Purpose:** This role supports the criminal justice voluntary sector in London. The post holder will need to understand relevant structures and build relationships with key partners across sectors. Willing to engage with government priorities and explore their impact within the local criminal justice context. S/he will identify voluntary sector priorities and ways in which Clinks and the post holder can address these. The post holder will work independently and with other Clinks’ staff to deliver events, training, and support voluntary sector engagement in issues relating to criminal justice.

**Reports to:** Development Manager

**1 Duties and key responsibilities**

**Identify priority issues for the voluntary sector and their service users**

* Understand the landscape for the voluntary sector in criminal justice, and identify and monitor where government policy is having an impact on the local criminal justice voluntary sector in order to influence national CJS policy
* Regularly consult with, and gather intelligence from practitioners to identify and understand need and contribute towards the development of Clink’s strategy and support
* Use this intelligence to build voluntary sector voice and influence key decision-makers
* Identify and seek to address gaps in Clinks knowledge and intelligence and support Clinks’ staff team to incorporate the impact of local priorities into its wider work

**Networks and partnerships**

* Provide a single point of contact for strategic engagement with the voluntary sector and stakeholders working in criminal justice and community safety in London
* Develop and build upon existing networks to support collaboration and co-ordination between the voluntary, statutory and private sectors in the criminal justice system
* Provide information to help statutory partners and key stakeholders to understand the voluntary sector, it’s structures and how to work with it
* Provide a conduit for communication between sectors

**Provide direct support to help organisations collaborate and thrive**

* Help the sector navigate the landscape of criminal justice, and keep the sector informed and up to date
* Respond to requests from voluntary sector organisations in need of support and signpost or consider what assistance Clinks (and others) can provide
* Develop and deliver training, events and resources to enable voluntary sector organisations to adapt to changing policy and commissioning practice in the CJS, working with other staff as appropriate
* Work with local infrastructure organisations and structures to strengthen their voice on issues relating to criminal justice

**2 General Responsibilities**

* Represent and be an ambassador for Clinks
* Work to support the mission, ethos and values of Clinks
* Be flexible and carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the position
* Support and promote diversity and equality of opportunity in the workplace
* Work collaboratively with others in all aspects of our work
* Liaise with Clinks’ staff, in particular Clinks’ Policy and Area Development teams

This job description does not form part of your contract of employment and can be amended from time to time as the needs of the organisation require.

**PERSON SPECIFICATION:**

**Development Officer – London**

**Experience**

* Significant experience of working in or with the voluntary sector
* Relationship building and management with a range of stakeholders and networks, including policy makers
* Gathering intelligence from practitioners in order to influence and develop policy, and inform future planning
* Providing representation on committees and forums, including at a senior level.
* Understanding government reports and their implications, and contributing to responses
* Developing and delivering training, events, and information resources

**Skills and Abilities**

* Ability to think strategically about the voluntary criminal justice sector, and to analyse and respond to change
* Leadership and co-ordination skills to run and engage a network of organisations
* Spoken and written communication skills to influence and inspire a range of audiences and in a range of formats, including giving presentations
* Ability to think strategically about and analyse the criminal justice landscape, and identify opportunities to influence government
* Interpersonal skills and a collaborative approach to working with colleagues but also able to work alone
* Highly organised with good project and time management skills
* IT skills at a level that supports report writing, email, internet and database.
* Adaptability and flexibility in being able to take on new roles and manage a range of different internal and external relationships.

**Knowledge**

* Role of the voluntary sector in addressing social exclusion
* The criminal justice context and related policy, including the impact of devolved areas.
* Understanding the role of national and local infrastructure organisations

**Education / Training**

No one specific qualification is required, but evidence of recent continuing professional development in a professional area with demonstrable relevance to the services managed

**Personal Attributes and Other Requirements**

* Able to travel extensively within London and occasional national travel
* Able to work some evenings and weekends and stay overnight where necessary.
* Commitment to anti-discriminatory practice and equal opportunities. An ability to apply awareness of diversity issues to all areas of work.
* Commitment to the values and ethos of supporting people in the Criminal Justice system
* Commitment to upholding the rights of people facing disadvantage and discrimination in the CJS