Job title: Policy Officer

Responsible to: Policy Manager

Salary: £28,371

Annual leave: 25 days per year

Office base: Homeworking

Working hours: 5 days a week (37 hours)

Duration of post: Permanent

Clinks

Clinks supports, promotes and represents the voluntary sector working with people in the criminal justice system and their families. Our vision is of a vibrant, independent and resilient voluntary sector that enables people to transform their lives.

Job Purpose

Within the Influence and Communications Directorate,the Policy Officer provides vital support to the team in the delivery of its core policy functions. More information about our policy work is here: <https://clinks.org/our-work/influencing-criminal-justice-policy>

Duties and key responsibilities

### Policy work

* Regularly scan the horizon, monitor and proactively identify new government initiatives and policy relating to criminal justice and the voluntary sector in England and Wales. Where appropriate summarise these for both internal and external audiences
* Work with other members of the policy team, and relevant colleagues, to assess the likely impact on Clinks and its stakeholders of any new policy developments
* Conduct desk-based research to produce Clinks policy documents, appropriate to different audiences, including a monthly policy bulletin for members, blogs, and internal briefings for Clinks staff
* Develop and draft evidence-based consultation responses and policy recommendations
* Work closely with Clinks staff, particularly in Clinks’ Support and Development Directorate to ensure the knowledge and experience of the voluntary sector in the criminal justice system informs our policy activity and support them to effectively understand policy and influence policy makers in their own work
* Work with the Communications team to keep policy information on the website up to date and stimulate debate on Clinks’ website through Clinks blogs and social media.

### Administration and Events

* Organise consultation events with Clinks’ members and other stakeholders
* Support the development and operation of various policy focussed groups, networks and structures which Clinks facilitates
* Provide administrative and operational support to policy team colleagues as required
* Represent Clinks at external meetings and events
* Work alongside communications and administrative staff to maintain and develop Clinks’ database of key stakeholders to support the distribution of published materials and other communications.

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 they 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.

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

Experience

No specific professional experience is required. Candidates should provide evidence of their ability to carry out the duties and key responsibilities of the role and to meet the person specification.

Skills and abilities

* Written communication skills which engage audiences, persuade, and encourage understanding and participation
* Critical thinking and analytical skills together with the ability to summarise and write clear briefings on complex issues and nuanced policy positions
* Awareness of the role policy plays as a lever for achieving positive change
* Confidence managing senior stakeholders and competing priorities
* A collaborative approach to working with colleagues
* Organisational, administrative and IT skills at a level that supports notetaking, producing timely and accurate minutes and managing email correspondence
* Ability to work both independently and as part of a team
* Ability to balance and prioritise competing tasks in order to meet tight deadlines
* Adaptability and flexibility in being able to take on new roles and manage a range of internal and external relationships.

Knowledge

A good and critical understanding of issues related to:

* The role of the voluntary sector in addressing social exclusion and inequalities
* The criminal justice system, in particular prisons and probation.

Education/training

No specific education or training is required. Candidates should provide evidence of their ability to carry out the duties and key responsibilities of the role and to meet the person specification.

Personal attributes and other requirements

* Ability to travel nationally
* Ability to work some evenings and weekends and stay overnight where necessary
* Working well in a team with a flexible approach to work
* Personal resilience and the ability to stay focused in a rapidly changing environment
* Commitment to anti-discriminatory practice and equal opportunities
* 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 criminal justice system