



Job title: Health & Justice Development Officer

Salary: £35,019 FTE (£21,011 pro rata) plus 6% pension contribution

Annual leave: 25 days per year (15 days pro rata)

Office base: Remote

Working hours: 22.5 hours (0.6 FTE)

Duration of post: Fixed-term contract (until 31st March 2026) (also available as a secondment opportunity)

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 National Influencing & Networks directorate, the Health & Justice Development Officer will be responsible for coordinating Clinks' health and wellbeing-related work and managing Clinks' involvement in the VCSE Health and Wellbeing Alliance.

The postholder will work across two of Clinks' directorates – National Influencing & Networks and Area Engagement & Partnerships – to ensure that the organisation delivers on its commitments as part of the VCSE Health and Wellbeing Alliance.

More information about our health and wellbeing work can be found here:

<https://www.clinks.org/our-work/health-and-wellbeing>

Responsible to: Director of National Influencing & Networks

Duties and key responsibilities

1. Health Policy lead

- Lead Clinks' work as part of the VCSE Health and Wellbeing Alliance, including coordinating and monitoring other partner's work in the partnership
- Identify strategic opportunities for the voluntary sector in the intersection between health and justice

- Work closely with Clinks' Area Engagement and Partnerships team to ensure that health outputs are informed by regional intelligence
- Inform health bodies about the health needs of those in contact with the criminal justice system and the role the voluntary sector can play to meet these, and ensure these are included in their policy and strategies
- Monitor and assess the needs of the voluntary sector in criminal justice in relation to health and wellbeing, and identify and develop ways to meet these
- Provide tools to support the voluntary sector and its service users to influence and inform health representatives and commissioners nationally, regionally and locally
- Provide accessible briefings and/or disseminate existing information about health structures and policy, and relevant guidance and reports

2. Development work

- Develop relationships with health commissioners, providers, and voluntary sector partners in the health and justice landscape
- Develop relevant communication materials and ensure Clinks' health work outputs reach the right audiences
- Look to access sustainability funding for the work going forward, and to develop a thematic legacy for Clinks work
- Offer relevant support for the voluntary sector working in health and justice, such as training, events and information
- Represent Clinks at relevant external meetings and events

General responsibilities

- Act as a positive ambassador for Clinks and uphold its mission and values
- Work flexibly, supporting other duties as required in line with the role
- Champion equity, diversity, and inclusion in all aspects of work
- Work collaboratively and constructively across 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

- Working well in a team with a flexible approach to work
- Ability to manage multiple and sometimes competing priorities
- Personal resilience and ability to stay focused in a rapidly changing environment
- Commitment to anti-discriminatory practice and equal opportunities, including for people with lived experience of the criminal justice system
- Ability to apply awareness of diversity issues to all areas of work
- Commitment to upholding the rights of people facing disadvantage and discrimination in the criminal justice system

Education and experience

- Experience in a criminal justice-related policy role
- A thorough understanding of the policy development process and experience of developing evidence-based policy positions
- Experience of utilising different research methods in order to support the case for systemic change of the criminal justice system
- Experience leading on the drafting of policy materials to be used for meetings with senior political (both parliamentary and official) stakeholders

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 for a wide range of audiences
- Skilled at balancing competing priorities and managing stakeholder relationships
- Confident working both independently and in a team
- Public speaking and facilitation skills, and the ability to lead meetings
- Organisational, administrative and IT skills at a level that supports notetaking, producing timely and accurate minutes and managing email correspondence
- 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 health inequalities
- The criminal justice system, in particular the intersection between health and justice

Other requirements

- Able to travel nationally across England and Wales.
- Able to work evenings and weekends and stay away from home overnight where necessary.
- Commitment to anti-discriminatory practice and equal opportunities.
- Commitment to the values and ethos of supporting people in the criminal justice system.
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