



JOB DESCRIPTION: Community Justice Project Officer - Strengthening Engagement Project

DETAILS

Job Title:	Community Justice Project Officer – Strengthening Engagement Project (part- time 28 hours/week)
Location:	Norton Park, Albion Road, Edinburgh
Reporting to:	Deputy Director
Terms:	Fixed term post September- March 2018

Secondments actively considered

INTRODUCTION AND BACKGROUND

CCPS is a membership organisation working in Scotland's voluntary sector. CCPS has over 70 members, mostly large national charities.

The Criminal Justice Voluntary Sector Forum (CJVSF) is hosted by the Coalition of Care and Support Providers in Scotland CCPS, and provides support to voluntary sector organisations working within criminal justice in Scotland. CJVSF has 32 member organisations.

As part of the move to the new community justice model in Scotland, CJVSF is working with the Scottish Government to strengthen engagement between third sector providers and community justice partnerships. This project seeks to support the development of stronger engagement between third sector community justice providers and community justice partners by:

- Supporting community justice partnerships to understand and embed the role of the third sector within the local partnership and the preparation and review of local plans, maximising the contribution that the third sector can make to delivering positive outcomes for individuals, families and communities.
- Encouraging self-reflection and discussion to support culture and behavioural change amongst the public sector and third sector providers towards a more collaborative way of working.

Phases 1 and 2 of this project have now been completed. This consisted of

- a mapping exercise to establish how third sector organisations currently engage with statutory bodies and the barriers and facilitators to that engagement
- an in-depth piece of research with a number of local authority areas on the role and contribution of criminal justice service providers to community justice.
- Workshops across a number of local authority areas to support constructive conversations and collaboration between sectors working in community justice.

JOB PURPOSE

- To deliver and evaluate successful local workshops designed to strengthen engagement between third sector providers and community justice partnerships in relation to community justice issues.
- To use the learning from the workshops to help develop a toolkit for local areas so they can collaborate more effectively.

TASKS

- **Promote, facilitate and evaluate** local engagement events and activities designed to strengthen relationships between statutory bodies and third sector community justice providers.
- **Collate analyse and share** learning from engagement events.
- **Research and develop** a toolkit based on the learning from the engagement events and the literature on collaboration/partnership.
- **Develop and maintain** good and productive working relationships with third sector providers working in community justice, third sector interfaces (TSIs), service users, community planning partners, the Scottish Government and other relevant bodies.
- **Work with CCPS** staff to ensure that the work of the project remains consistent and connected with other strands of work conducted by CCPS.

PERSON SPECIFICATION

We are looking for candidates with the following experience and skills

Criteria	Application form	Interview and exercise
1. You are qualified to degree standard	X	
2. You have knowledge of criminal justice in Scotland	X	X
3. You have skills in facilitating and evaluating events and workshops to: - Help people consider complex issues together - Promote collaborative working	X	X
4. You have experience in planning and completing projects (these can be workplace or academic projects) and can demonstrate what you have learned from this - You can plan and implement projects - You can respond flexibly to changes in project direction	X	X
5. You have experience planning and conducting desk based research activities	X	X

6. You can communicate clearly and effectively verbally and in writing - Communicate to a range of people in different roles - Communicate complex information clearly	X (writing)	X (verbal)
7. You are competent computer user with skills in standard Microsoft packages and using the Internet.	X	
8. You have experience and skills in working with people in groups.	X	X
9. You can work independently and manage your time effectively and know when to ask for support.	X	X
Desirable		
10. You have knowledge of: - Community planning - Public services reform in Scotland - Issues affecting the voluntary sector in Scotland	X	X
11. Experience managing and updating websites and social media accounts	X	

MAJOR TERMS AND CONDITIONS

The successful candidate will be offered a terms and conditions package including the following:

- Fixed term post until end of March 2018
- Salary scale CCPS pt. 29 £26,172.00 pro -rata
- 25 days annual leave plus 11 public holidays, pro-rata
- Optional contributory pension scheme
- Usual working hours will be 28 hours per week (although from time to time additional hours may be necessary).
- Secondments actively considered.

APPLICATIONS

Please complete the enclosed application form ensuring that you complete every section. Please note that **CVs will not be accepted in lieu of completion of the form**. Please also ensure you return the Equal Opportunities Monitoring Form.

Please send completed forms to: caroline.scott@ccpscotland.org

Closing date for applications: 9am 17th of July, 2017.

Interview date: Tuesday 8th August, 2017 (Edinburgh)