



Restorative Justice Development Officer – Hate Crime in London – 25 -35 hours/week Salary £32,000. Fixed term post to 31st December 2019

The Why me? Restorative Justice Development Officer will be responsible for the development of restorative justice with communities and individuals affected by hate in the Greater London. The work will involve connecting with and developing relationships with primary and secondary groups accessed by individuals affected. In addition, the postholder will be responsible for building on Why me? contacts with people involved in criminal justice and community safety. The goal will be to set up restorative justice awareness sessions and community events with groups, which will be provided by our team of Restorative Justice facilitators and staff. The work will also entail recruitment of community ambassadors, who have perpetrated or suffered hate crime, to work with us

The post holder will be line managed by and report to the Director, Lucy Jaffé.
Strategic governance of the project is by the Board of Trustees

Hours: 25-35 hours/week - to be discussed
Salary: £32,000 pro-rata
Holiday: 20 days pro-rata plus bank holiday pro-rata

Location: Can Mezzanine, 7-14 Great Dover Street, London SE1 4YR at the time of writing. This may change. Working from home by negotiation.

Special requirements

This post is subject to registration with and clearance from the Disclosure & Barring Service. Hours of work will involve some weekends and anti-social hours.

Job description overleaf.

Job Description: Restorative Justice Development Officer

£32,000, fixed term to 31st December 2019

JOB DESCRIPTION

1. WORKING HOURS & HOLIDAY

This post is 25-35 hours a week with hours and days to be arranged. The post holder will be required work at times at weekends and evenings. The salary is £32,000 pro-rata. The post holder needs to be within easy reach of the Why me? office. (London). Working arrangements can be discussed to suit both parties.

Holiday entitlement is 20 days per year plus the period between Christmas and New Year when the office is closed all of which is on a pro-rata basis. Terms and conditions on request.

2. JOB SUMMARY

- To work with organisations and individuals to introduce them to restorative justice and to understand their experience of hate crime
- To work closely with existing restorative provision within the borough
- To set up restorative justice awareness sessions and discussion with pan London and borough-based groups
- To organise community events using restorative practice to address hate crime in London
- To liaise with the Why me? service team to refer hate crime cases to them and local RJ services
- To recruit community ambassadors, support and deploy them as RJ Advocates
- To monitor and evaluate the work, report against targets and prepare reports for funders
- To establish and maintain administrative systems to support the work
- To cooperate and communicate with Why me? staff, volunteers, ambassadors and trustees
- To assist with other Why me? duties as and when required

3. RESPONSIBILITIES

- 1. Establish strong networks and connections with community groups in the boroughs**
 - a. Establish knowledge and information about services and organisations accessed by individuals affected by hate crime.
 - b. Visit and talk to leaders and make contacts with relevant individuals community groups
 - c. Set up meetings with groups to introduce them to restorative justice
- 2. Work with existing community safety teams and restorative justice providers**
 - a. Establish knowledge and information about people who are delivering justice services in the borough, such as local RJ service, Youth Offending Teams, the Police, mediators, community safety, local voluntary groups
 - b. Visit and meet them and explain the project, gain their support
 - c. Set up communication plan to keep everyone informed about the project and progress
- 3. Organise awareness sessions and events to introduce groups to restorative justice and to identify needs around hate crime**
 - a. Organise awareness sessions and community events for individuals and groups in London
 - b. Record outcomes and ensure that clear steps from each meeting are followed up.

- c. Recruit and support community ambassadors to help to promote and build on the work
- 4. **Administration, monitoring and evaluation**
 - a. Monitor and evaluate processes and outcomes to make sure that grant agreements and Why me? standards are adhered to and targets met.
 - b. Prepare report for funders in liaison with the Director
 - c. Develop and maintain project information on central database
 - d. Maintain project files on and off line, as required.
 - e. Keep records of correspondence in easily accessible form
- 5. **General requirements of the post**
 - a. Understand and comply with national and local RJ standards.
 - b. Attend training to comply with Why me? standards
 - c. Attend and contribute to meetings as required
 - d. Report to line manager on a regular basis.

Person specification – all essential

1. Experience of engaging individuals and groups at community level
2. Ability to promote and market ideas and services
3. Experience of organising and reporting on projects
4. Experience of working with stakeholders at all levels
5. Knowledge and understanding of communities affected by hate crime
6. Good understanding of the criminal justice system
7. Good grasp of restorative justice and how it works
8. Ability to write and speak English fluently

Immediate availability to work 3.5 days - 5 days/ week.

Job advertisement

Restorative Justice Development Officer – Hate Crime in London – 25 -35 hours/week Salary £32,000 pro-rata. Fixed term post to 31st December 2019 with possibility of extension.

Seeking a dynamic individual, who can promote and explain Restorative Justice to many different audiences and individuals in London. The right person will be focussed on results, able to work in a small team and have the ability to enthuse and motivate people. You will be able to identify and cultivate potential champions and be able to spot barriers and avoid getting sidelined. We have funding for up to a full time post for a year and part-time for two years with strong possibility of more funding to extend the full-time post.

Applications - send in your cv and a covering letter - no more than 2 pages of A4 - which explains how you meet the criteria for the job, to info@why-me.org.

Deadline for applications: 16th December midnight. Interviews on 19th December and 20th December.

For more information, go to www.why-me.org, or email lucy.jaffe@why-me.org to arrange a telecon before the deadline.