**Job Description: Restorative Justice Development Officer**

**£30,000 JOB DESCRIPTION**

1. **WORKING HOURS & HOLIDAY**

This post is 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 £30,000. 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 31 days per year including bank holidays and the 3 days period between Christmas and New Year when the office is closed all of which is on pro-rata basis. Terms and conditions on request.

1. **JOB SUMMARY**

* To set up partnerships with relevant agencies, such as youth justice services and community organisations, including discussions, restorative justice awareness sessions and training and case referrals.
* To organise sector and community events to promote the use of Restorative Justice in out of court disposals, in youth justice teams, in community organisations.
* To work with the Why me? service team to ensure that RJ cases are referred to them or to local RJ services
* To contribute to systemic change by working with colleagues to produce policy and communications related to the work
* To recruit people with lived experience of Restorative Justice and to contribute to their support as RJ Advocates and spokespeople
* To assist with other Why me? duties as and when required

1. **RESPONSIBILITIES**
2. **Establish strong networks and connections with community groups in London and other regions in England and Wales**
   1. Establish knowledge and information about services and organisations accessed by individuals affected by LGBT+ hate crime and youth crime.
   2. Visit and talk to leaders and make contacts with relevant individuals and community groups
   3. Set up meetings with groups to introduce them to restorative justice
3. **Work with existing criminal justice agencies and restorative justice providers**
   1. Establish knowledge and information about people who are delivering justice services in the local authority area, such as local RJ service, Youth Offending Teams, the Police, mediators, community safety, local voluntary groups
   2. Visit and meet them and explain the project, gain their support
   3. Set up communication plan to keep everyone informed about the project and progress
   4. Work with community groups and statutory providers to set up referral routes and mechanisms for people who want restorative justice
4. **Events, information and networking to motivate, inform and inspire community and statutory sectors to use restorative justice more widely and effectively**
   1. Organise restorative justice engagement and awareness sessions and community events for individuals and groups in England and Wales
   2. Record outcomes and ensure that clear steps from each meeting are followed up.
   3. Recruit and support community ambassadors to help to promote and build on the work
   4. Identify and produce case examples of good practice which can be used for policy and communications purposes
5. **Policy and communications**
   1. Gather data, knowledge, insights and feedback to contribute to policy proposals and communications
   2. Contribute to reports and briefings about how policy and practice can be improved.
   3. In liaison with line manager and communications team, manage and deliver the communications and dissemination of findings and mobilise networks, partners and ambassadors to contribute
   4. Attend meetings as and when required to influence decision-makers and key partners.
6. **Administration, monitoring and evaluation**
   1. Monitor and evaluate processes and outcomes to make sure that grant agreements and Why me? standards are adhered to and targets met.
   2. Prepare report for funders in liaison with line manager
   3. Develop and maintain project information on central database
   4. Maintain project files on and off line, as required.
   5. Keep records of correspondence in easily accessible form
7. **General requirements of the post**
   1. Understand and comply with national and local RJ standards.
   2. Attend training to comply with Why me? standards
   3. Attend and contribute to meetings as required
   4. Report to your line manager on a regular basis.

**Person specification – all essential**

1. Excellent understanding of restorative justice and how it works in the youth justice sector
2. Experience of community engagement with individuals and groups
3. Ability to build relationships resulting in partnerships
4. Experience of working with young people, especially BAME people affected by crime and other harmful behaviour
5. Experience and understanding of working with LGBT+ people affected by crime and other harmful behaviour
6. Knowledge of youth justice or hate crime policy and practice
7. Experience of training or awareness event delivery and organisation (in any subject).
8. Experience of organising and reporting on projects
9. Experience of working with stakeholders at all levels
10. Ability to communicate effectively, both verbally and in writing and the ability to tailor communications for different audiences.
11. Well organised and able to organise own administration