

Restorative Justice Development Officer

Why me? are seeking a Restorative Justice development officer to assist in the delivery of Project Articulate. The post holder should be a skilled restorative practitioner, with a good understanding of equity, diversity, and inclusion, and the impact of culture and identity on accessing Restorative Justice. If you have knowledge about Restorative Justice, but are not a trained practitioner, please do not hesitate to apply.

This is a part-time position of 3 days a week for five months.

Salary: £29,000 - £31,000 FTE dependant on experience

Location: This is a hybrid role. Our offices are in Borough.

For more information, and to apply to this role, please send an anonymised cover letter, CV and EDI monitoring form to meka.beresford@why-me.org.

Job Summary

- To support the management and development of Project Articulate (increasing access to Restorative Justice for people with English as an Additional Language).
- To finalise the setup of a partnership with relevant agencies, such as Restorative Justice services, criminal justice services, victim services, and community organisations, who work with people with English as an Additional Language.
- To work with the Restorative Justice service team to set up the referral routes to third parties or to the Why me? service.
- To work with sector and community organisations to promote the use of Restorative Justice for people with English as an Additional Language.
- To liaise with the Communications and Restorative Justice Service teams to develop and organise training and events.

- To contribute learning to policy leading 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 Restorative Justice Ambassadors and spokespeople.
- To contribute blogs and other content to promote the work in liaison with the Communications Team.
- To establish and maintain administrative systems to support the work, including monitoring and evaluation and reports to funders.

Responsibilities

1) Establish strong networks and connections with community groups in England and Wales

- a) Establish knowledge and information about services including language services and community organisations who are affected by crime. This will include, but not limited to, people with English as an Additional Language and Black and Asian Minorities.
- b) Visit and talk to leaders and contact relevant individuals and community groups with support from your line manager.
- c) Set up meetings with groups with support from your line manager to introduce them to Restorative Justice.
- d) Explore why these community groups may or may not uptake Restorative Justice in order to develop and finalise our good practice guidance.
- e) Obtain information from services and organisations to support the implementation of Project Articulate.

2) Work with existing criminal justice agencies and Restorative Justice providers

- a) Develop relationships with people who are delivering justice services in the local authority or Police and Crime Commissioner area, such as local Restorative Justice service, Youth Offending Teams, the Police, mediators, community safety, local voluntary groups to explain Why me? projects and gain their support
- b) Continue delivery under the Project Articulate communications plan with the Why me? communications team to keep everyone informed about the project and progress.
- c) Work with community groups and statutory providers in Nottinghamshire to set up referral routes and mechanisms for people who want Restorative Justice.

3) Events, information, and networking to motivate, inform and inspire community and statutory sectors to use Restorative Justice more widely and effectively

- a) Organise and, in some cases, deliver Restorative Justice engagement and awareness sessions, restorative circles, focus groups, and community events with support from the RJ service team for individuals and groups in England and Wales.
- b) Record outcomes and ensure that clear steps from each meeting are followed up.
- c) Recruit and support community ambassadors with support from your line manager to help to promote and build on the work.
- d) Identify and produce case examples of good practice which can be used for policy and communications purposes.

4) Policy and communications

- a) Gather data, knowledge, insights, and feedback to contribute to policy proposals and communications.
- b) Develop the content and with support from other staff, draft reports and briefings about how policy and practice can be improved.
- c) In liaison with the line manager and communications team, manage and deliver the communications and dissemination of findings and mobilise networks, partners and ambassadors to contribute.
- d) Attend meetings as and when required to influence decision-makers and key partners.

5) 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) Work with line manager to prepare reports for funders.
- c) Work with evaluators in liaison with line manager in their production of annual monitoring reports on projects.
- d) Develop and maintain project information on the central database and Airtable.

6) General requirements of the post

- a) Maintain project files on and offline, as required
- b) Keep records of correspondence in easily accessible format.
- c) Understand and comply with national and local Restorative Justice standards.
- d) Attend training to comply with Why me? standards
- e) Attend and contribute to meetings as required
- f) Report to your line manager on a regular basis.