



Recruitment Pack
Restorative Justice Policy Development Officer
August 2017

How to apply for this post

Please send your CV and a covering letter which responds to all the elements required in the person specification. Please include contact details of two referees, via e-mail to trevor.watson@why-me.org. If you do not have access to e-mail you can send your application by post to: *Why me? Can Mezzanine, 7-14 Great Dover Street, London SE1 4YR*

Recruitment timetable

The deadline for applications is Thursday 31st August at 5pm. Applications received after this date will not be considered. Interviews will be held the week beginning 18th September at Can Mezzanine in Borough, London.

For more information about the position please see the job description and the person specification below. If you have any questions about this post please e-mail trevor.watson@why-me.org

About *Why me?*

Why me? was set up by a victim of crime for victims of crime. Will Riley, an Islington businessman, was burgled by Peter Woolf. He met Peter in prison in a restorative justice (RJ) meeting and had the opportunity to tell him how he felt. He challenged Peter and he got some answers – his life changed – he could open his front door without fear – and Peter went ‘straight’ after years of crime, saving hundreds of victims from the experience of crime. This is the power and the potential of restorative justice.

The RJ process is very simple. A victim of crime and the perpetrator are brought together in a facilitated meeting, often with family members and friends, to discuss the harm done and what should be done about it ‘to put things right’. Extensive government-sponsored trials in the last decade have demonstrated 85% victim satisfaction, up to 27% reduction in recidivism and a savings ratio of 1:9.

Despite this, there are very few victims of crime are participating in RJ conferences in England and Wales. We know through our work that the beneficial impact of RJ can be felt by a wide range of victims of crime, from people whose iPods have been stolen to the families of homicide victims. But

they are simply not getting the chance to participate. And, consequently, offenders are not getting the benefits of RJ and are going on to reoffend, creating in turn more victims of crime.

Why me? was set up in 2008 to campaigning for the use of RJ to be a right and not a privilege. So that all victims of crime, who want to, have the opportunity to meet their offender. In doing this, we will also build a wider understanding and awareness of the experience of victims with the aim of improving the current system and bringing victims into its heart.

Our “Crossing the Rubicon” work programme has three main strands:

1. Influence national policy, legislation and Government commitment to Restorative Justice to ensure that it is properly funded, delivered and monitored; and that delivery balances victims’ and offenders’ needs.
2. Run national campaigns to encourage the use of RJ for sexual and domestic violence and hate crime to decisively place RJ at the heart of victim services and criminal justice processes in partnership with specialist units and organisations
3. Develop projects with specialist units and organisations to build cross-sector skills, knowledge and understanding and to reach more diverse communities of victims

This post is funded by the Barrow Cadbury Trust for three years from 1st September 2017 to 31st August 2020.

JOB DESCRIPTION

1. WORKING HOURS & HOLIDAY

This post is 21 hours a week with hours and days to be arranged. The post holder will be required to work up to five days a week spread through the working week and at times at weekends and evenings, depending on when conferences are held and last minute arrangements. The salary is £31,000 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 pro-rata, plus the period between Christmas and New Year when the office is closed. Terms and conditions on request.

2. JOB SUMMARY

- To develop Restorative Justice policy for use with sexual violence, domestic violence and hate crime
- To work with specialist organisations and individuals to produce policy and practice which improves the quality and accessibility of RJ for victims of these crimes
- To promote *Why me?* policies and services to national and regional decision-makers and Criminal Justice agencies as appropriate
- To contribute to RJ practice and policy development nationally, regionally and internally
- To establish and maintain administrative systems to support the work
- To cooperate and communicate with *Why me?* staff, volunteers, ambassadors and trustees
- To report on progress as required
- To assist with other *Why me?* duties as and when required

3. RESPONSIBILITIES

1. Run national campaigns to develop the use of RJ for certain crime types, specifically Sexual Offences and Domestic Violence and Hate Crime.

- 1.1. Run events with specialist organisations, in the Violence Against Women and Girls sector and with anti-discrimination groups to explore RJ/ and their specialist area of knowledge and develop understanding, awareness and practice; and organise and promote national workshops to spread and share the knowledge.
- 1.2. Produce policy and guidance for criminal justice professionals and for specialist organisations working with victims
- 1.3. Work with victim ambassadors to progress this work
- 1.4. Research, analyse and communicate about existing and emerging research in this areas

2. Form partnerships with specialist and regional organisations to run projects and apply for further funding

- 2.1. Build relationships with specialist networks, organisations and individuals for each crime type in order to achieve project aim.
- 2.2. Identify potential future joint projects and inform relevant member of Why me? staff
- 2.3. Keep abreast of policy developments and be aware of best practice in each specialist area

3. Communicate and disseminate policy and consult widely

- 3.1. Build knowledge, understanding and networks of Why me?
- 3.2. Promote to audiences outside RJ sector, engage senior leadership through meetings, online writing, attendance and presentation at external events.

4. Contribute to the development of national policy and practice

- 4.1. Write policy papers, comment on Government policy and participate in consultative exercises, build relationships with key stakeholders and decision-makers
- 4.2. Monitor and evaluate national policy and collaborate with other organisations, such as the Restorative Justice Council, Remedi, Restorative Solutions, Victim Commissioners (national and regional), Victim Support and the Criminal Justice Alliance to influence policy.
- 4.3. Facilitate an RJ observation where possible, liaising with the RJ Service team
- 4.4. Keep abreast of RJ research in order to refer to it when relevant

5. Administration

- 5.1. Develop and maintain project information on central database
- 5.2. Maintain project files on and off line, as required.
- 5.3. Keep records of correspondence in easily accessible form

Person Specification- Restorative Justice Policy Development Officer

A. ESSENTIAL:

- Strong organisational skills
- Strong communication and English language skills (oral and written)
- Ability to write policy papers, briefings, practical guidance
- Experience of working with victims of crime from (2 out of 3) sexual violence, domestic violence and hate crime
- Experience in dealing with people from all walks of life, including those of 'high status', obtaining access to them and achieving change.
- Experience of maintaining a database, website and structured filing system.
- Experience of working either as a mediator, counsellor or restorative justice facilitator or in an organisation providing these services
- Ability to work on your own and in a team.
- Ability to work across five days a week, i.e. Monday to Friday, and at times weekends and evenings, as conferences require

B. DESIRABLE:

- Knowledge of Restorative Justice, particularly RJ conferencing and ideally, experience of providing restorative justice services
- Willingness to learn how to communicate using online tools