****

# JOB DESCRIPTION

## Job title: Development Officer – National Criminal Justice Arts Alliance

* Full-time (home based with an option of office space in Birmingham, subject to Covid-19 restrictions)
* £32,670
* 6% Pension Contribution
* Permanent contract

**Job Purpose:** Development Officer - The post holder is responsible for developing and strengthening the National Criminal Justice Arts Alliance network in all regions of the UK, with an initial focus on the West Midlands and the North West, to support the aims of National Criminal Justice Arts Alliance (NCJAA), which is managed by Clinks. The role involves promoting the role of arts in criminal justice settings, feeding into local and national policy and developing good practice to support the NCJAA membership and arts as a springboard for positive change.

Please note that all NCJAA/Clinks staff are currently working from home. Therefore the activities associated with this role will primarily take place through online channels/digital communication. As Covid-19 restrictions ease, this role will increasingly require travel to and attendance at face to face meetings and events.

**Reports to:** NCJAA Director

**1 Duties and key responsibilities**

**Network development**

* Develop regional arts and criminal justice relationships and networks, in order to understand their issues and priorities across both policy and practice and support the work of the NCJAA
* Work with the NCJAA Director to develop and deliver a range of activities, including the establishment of regional forums, networking, promoting and sharing good practice and training events, that will raise the profile and promote the work of arts in the Criminal Justice System (CJS), initially with a particular focus on the West Midlands and North West
* Work to specifically increase the NCJAA’s engagement with Black, Asian and Minority Ethnic people across all our work, in particular Black, Asian and Minority Ethnic people in the arts and cultural sectors, and Black, Asian and Minority Ethnic people with experience of the criminal justice system, and to support and promote Black, Asian and Minority Ethnic-led organisations working in the arts and criminal justice sectors
* Support the NCJAA Director by leading discrete projects within the NCJAA’s work plan as necessary
* Keep up to date and understand the changing landscape in arts and criminal justice to influence local and national policy and practice to support the aims of objectives of the NCJAA

**Stakeholders and External Relations**

* Work with the NCJAA Director to develop relationships with regional policy influencers across the arts and criminal justice sectors
* Represent NCJAA/Clinks at external meetings and events
* Identify and promote good practice in arts and criminal justice settings, through high profile programmed events
* Work with NCJAA Communications and Digital Engagement Officer to identify good practice and produce content for the NCJAA website, newsletter, case studies and blog posts
* Work to promote and deliver the Professional Mentoring and Bursary scheme, two critically important projects for the NCJAA which support emerging artists in the field
* Work to ensure the voices of service users and those with lived experience are promoted across NCJAA’s activities

**Provide direct support to help local organisations collaborate and thrive**

* Provide support to facilitate collaboration amongst artists, arts organisations and the criminal justice sector
* Respond to requests from arts organisations in need of specific support and assess what assistance NCJAA/Clinks (and others) can provide
* Work with NCJAA/Clinks colleagues to develop and deliver training, events and resources to enable arts organisations working in the CJS to adapt to the changing policy and commissioning environment

**Events, Training and Meetings**

* Support the NCJAA Director to deliver an annual programme of events, training activities and high profile meetings that will raise the profile and promote the work of the arts sector in the CJS, working with the Clinks’ Membership and Events team to provide administrative support for these activities, Clinks’ Communications Team to ensure that they are effectively promoted to a wide audience, to ensure capacity attendance and overall smooth running
* Ensure feedback on training and events is collected, collated and informs training and event planning
* Source venues for training which are cost effective, geographically well located to suit attendee needs and are physically accessible to anyone wishing to attend
* Provide support at meetings as required, including the NCJAA Steering Group and sub group meetings.

**General administration**

* Carry out effective administration to support the National Criminal Justice Arts Alliance network
* Support the NCJAA Director with a range of administrative tasks associated with the successful delivery of the NCJAA work plan.
* Work with NCJAA colleagues to carry out annual member survey and other reporting and evaluation activities

**2 General Responsibilities**

* Represent and be an ambassador for NCJAA/ Clinks
* Work to support the mission, ethos and values of NCJAA/Clinks
* Be flexible and carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the position
* Support and promote diversity and equality of opportunity in the workplace
* Work collaboratively with others in all aspects of our work

This job description does not form part of your contract of employment and can be amended from time to time as the needs of the organisation require.

**PERSON SPECIFICATION:**

**Development Officer – National Criminal Justice Arts Alliance**

**EXPERIENCE**

* Working with the arts and/or criminal justice sector (or other relevant sectors) to provide developmental and capacity building support
* Building regional networks
* Gathering intelligence from practitioners and / or networks that contribute towards the development of policy, good practice and support
* Relationship management with key stakeholders across a range of settings
* Monitoring and evaluating information on need, and using this to influence and inform future planning
* Working to produce and deliver training and good practice events and resources

**SKILLS AND ABILITIES**

* Ability to lead, inspire and co-ordinate a complex network of organisations
* Interpersonal and strong spoken and written communication skills which engage audiences, encouraging understanding and participation
* Good analytical skills
* A collaborative approach to working with colleagues
* Experience working to deadlines singularly and as a part of a team responsibility
* Ability to write for external audiences including, online resources, blogs, and briefings for a wide range of organisations
* Developing and delivering training, events, and information resources
* Ability to liaise with a wide range of people, including criminal justice and voluntary sector agencies, artists, arts organisations, local government, private sector and service users
* Able to understand the policy environment and identify opportunities to influence
* Public speaking skills, facilitation skills and ability to lead meetings
* Highly organised with an ability to maintain effective record keeping systems
* Adopt a problem solving, solution-focused approach and make decisions effectively and timely
* Ability to work both independently and as part of a team
* Project management skills
* IT skills at a level that supports report writing, email, internet and database
* Adaptability and flexibility in being able to take on new roles

**KNOWLEDGE**

* Experience and good understanding of
  + The role of the arts in addressing social exclusion
  + The Criminal Justice sector and or arts and related policy and practice
  + The structural inequalities, racism and discrimination that have led to the over-representation of, and poorer outcomes experienced by, black, Asian and minority ethnic (BAME) people in the criminal justice system in England and Wales.

**EDUCATION/TRAINING**

No one specific qualification is required, but evidence of recent continuing professional development in a professional area with demonstrable relevance to networking and promoting good practice

**PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS**

* Able to build relationships and deliver presentations and training both online and face to face
* Able to travel extensively particularly in the West Midlands and North-West
* Able to work some evenings and weekends and stay overnight where necessary
* Works well in a team with a flexible approach to work
* Commitment to anti-racism, anti-discriminatory practice and equal opportunities. An ability to apply awareness of diversity issues to all areas of work
* Commitment to the values and ethos of supporting people in the Criminal Justice system