



Standing Committee for Youth Justice

Internship vacancy

The Standing Committee for Youth Justice is a coalition of almost 50 voluntary organisations working together to improve the youth justice system in England and Wales. We are currently seeking a motivated individual to join our small staff team based in Peckham, London on a paid internship.

The placement, which will begin in June 2018, will be for two days per week (14 hours) for a period of 3 months, and will be paid at the London Living Wage (£10.20 per hour). Relevant work experience, particularly in office administration, and an interest in youth and/or criminal justice issues is essential, as is sympathy with our principles. Experience of research and working with the media would also be advantageous. As a paid intern you will support the work of the busy organisation with communication, research and administration duties, and have the opportunity to gain experience of policy work and parliamentary campaigning. During the placement, you can expect to do the following:

- Collate and circulate the weekly and monthly youth justice bulletins
- Organise, publicise, and participate in the Committee's meetings, working groups, and other events, including taking and circulating minutes
- Take responsibility for membership administration and help to grow SCYJ's membership by researching new potential members and drafting letters
- Build SCYJ's online and social media presence through regular updates of our website and Twitter account
- Contribute to SCYJ's campaigning activities through parliamentary monitoring, organising meetings, research, writing and analysis
- Assist with writing press releases and placing stories in the media
- Provide administrative support to the organization
- Help to increase the sustainability of our organization by researching possible funders

Further information about SCYJ can be found on the web site: www.scyj.org.uk

Applicants should send a CV and covering letter outlining their suitability for this post to millie.harris@scyj.org.uk by 5pm on 31st May.

Interviews will be held in central London on 8th June. The start date is mid-June 2018. A later start date would be considered for the right candidate, within reason.

Please note only applicants who are short-listed will be contacted.