



Standing Committee for Youth Justice

Policy and Communications Assistant

Recruitment Pack

About the SCYJ

The SCYJ has grown into an alliance of over 60 non-profit organisations working together to improve the youth justice system in England and Wales. SCYJ advocates for a distinct and child-focused system that tackles the underlying causes of offending, respects rights and promotes positive long-term outcomes. Work focuses on influencing policy, legislation and practice to address issues affecting young people caught up in crime - from prevention and policing to custody and resettlement.

SCYJ has a broad membership base with a unique focus: we pool the expertise of our members to strengthen their collective influence, which is far greater than the sum of its parts. The diverse membership ranges from large national charities to numerous smaller grassroots and community organisations. SCYJ also provides a forum for members to exchange ideas, network and facilitates a community of practice.

SCYJ has built an impressive track record as the most influential group campaigning for improvements to the youth justice system. We aim to positively influence the context in which statutory agencies and the youth sector respond to and work with young people, to benefit all those involved and their wider communities. We do this by:

- Advocating for responses that treat children in trouble with the law as children first and foremost
- Promoting a focus on constructive approaches and positive long-term outcomes
- Informing the narrative about how to keep children out of trouble
- Reducing criminalisation and imprisonment of children
- Facilitating meaningful participation of young people and the organisations supporting them to influence policy

For more information see: www.scyj.org.uk

Key terms and conditions:

Location: Bootstrap Company, The Print House, 18-22 Ashwin Street, London E8 3DL.

Responsible to: Director

Salary: £21,000pa, £12,600 pro rata

Contract: Fixed term until 31st January 2022

Annual leave: 15 days (25 days FTE) plus bank/public holidays (pro rata)

Probationary period: Six months

Hours: 3 days per week [8 hours per day]

Working arrangements: Working days of Tuesday to Thursday are preferred, but there is flexibility for the right candidate. Occasional attendance at evening meetings may be required

Other: This is a small staff team who are often out of the office at meetings - the role would suit someone who is comfortable working independently



Job Description:

Purpose of the role

This is a key post in a small policy and communications team. The role 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. The purposes of the job are:

- To be a champion of the rights and wellbeing of all children and young people involved with the youth justice system
- To bring ideas and creative communications skills to SCYJ's policy and communications work
- To engage with our members and the wider sector, including children and young people themselves, to inform our work and share practice
- To help SCYJ and our members stay up to date with policies and practices that affect children involved with the justice system
- To be part of the SCYJ team and collaborate with the SCYJ Board and members

Key tasks and responsibilities:

Policy

- Support SCYJ to use our platforms and relationships to influence public debate and policymaking
- Assist in researching and drafting policy responses, letters and other policy work
- Regular horizon scanning to ensure SCYJ is up to date with developments in youth justice policy and practice
- Monitor relevant news and Parliamentary activity
- Produce weekly and monthly e-bulletins for SCYJ members and stakeholders
- Assist with gathering intelligence from members and the wider sector on current challenges and priorities for youth justice
- Assist with building and maintaining relationships with politicians and other key stakeholders

Communications

- Play a key role in SCYJ's young people's participation project, helping to analyse emerging findings and ensure they inspire debate through external communications
- Help to keep SCYJ communications, including the website and social media, up to date and engaging
- Support SCYJ's current campaigns by contributing creative ideas and messaging
- Facilitate and attend regular meetings of SCYJ members as well as stakeholder events to further our aims for youth justice

Other responsibilities

- Assist in communications and liaison with SCYJ's membership, handling enquiries and maintaining membership databases
- Provide administrative support, including maintaining spreadsheets, financial administration, minute taking, and coordinating mailouts and surveys
- To work at all times within the principles and policies of SCYJ
- Participate fully in support and supervision arrangements, training, development and team meetings



Person Specification:

We're looking for someone with a genuine passion for improving the experiences of disadvantaged young people and promoting child-friendly responses to those in trouble with the law. Although experience of policy or campaigning is welcome, the most important asset is an ability to see the bigger picture for children and young people's lives, and the energy and creativity to join us in trying to change it.

We believe the voluntary sector should be as open and accessible as possible to people with the passion and skill to contribute, so we do not specify a degree or particular qualification as a requirement for this role.

Essential to the role

- Commitment to social justice and bringing about positive change for children and young people
- A genuine interest and understanding of the issues affecting children involved in the youth justice system
- Good interpersonal skills, with the ability to engage with people from a range of backgrounds and develop collaborative working relationships
- Persuasive and creative written and visual communications skills, and experience of producing written materials for different audiences
- Familiar with digital media, including using social media channels and ability to produce content for website and use survey software
- Experience in MS Office including Outlook, Word and Excel
- Ability to explore and understand large amounts of information
- Strong administrative, organisational, time management and prioritisation skills

Desirable for the role

- Knowledge or experience of the youth justice system in England and Wales
- Experience of working directly with young people
- Experience of organising events, workshops and meetings

Other information

SCYJ actively promotes equality of opportunity for all and encourages applications from a wide range of candidates, including those with criminal records and those with lived experience of the areas we cover. Currently BAME people are under-represented on our staff team/board, and we particularly welcome candidates from these communities.

SCYJ select all candidates for interview based on their skills, qualifications, experience and ability to do the role advertised.

As an equal opportunities employer, SCYJ will provide reasonable support to disabled applicants throughout the recruitment process. Please contact us (policy@scyj.org.uk) to identify any additional support that you may require to enable you to make an application.

We welcome and encourage applicants from all backgrounds and do not discriminate on the basis of age, disability (physical or learning), gender reassignment, marriage or civil partnership, pregnancy/maternity, race, religion or belief, sex or sexual orientation.

