****

# JOB DESCRIPTION

## Job title: Development Officer – Arts and Criminal Justice

* 2.5 days per week (home based with an option of office space in Birmingham)
* £31,093 pro rata
* Permanent contract

**Job Purpose:** Development Officer - The post holder is responsible for developing regional networks, initially in 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.

**Reports to:** NCJAA Manager

**1 Duties and key responsibilities**

 **Network development**

* Develop regional arts and criminal justice networks in order to support and understand their issues and priorities across both policy and practice
* Work with the NCJAA Manager to develop a range of activities that will raise the profile and promote the work of arts in the Criminal Justice System (CJS), initially with a specific focus on the West Midlands and North West
* Develop regional arts and criminal justice relationships and networks in order to support the work of the NCJAA
* Work to specifically increase engagement from Black and Minority Ethnic (BAME) members across all our work
* Set up regional forums, networking, good practice sharing and training events to support the development of arts in criminal justice settings (initially in the West Midlands and North West)
* 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
* Identify and promote research and evidence in the field of arts and criminal justice

**Stakeholders, Members and External Liaison**

* Work with the NCJAA Manager 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 Officer to identify good practice and produce content for the NCJAA website, newsletter, case studies and blog posts
* Work with the team to promote the Professional Mentoring and Bursary scheme, which supports emerging artists in the field
* Work to ensure the voice of service users is represented

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

* Provide support to facilitate collaboration amongst artists, arts organisations and the criminal justice sector
* Promote good practice sharing across arts activity delivered in criminal justice settings
* Respond to requests from arts organisations in need of specific support and assess what assistance NCJAA/Clinks (and others) can provide
* Work with 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

**General administration**

* Carry out effective administration to support the National Criminal Justice Arts Alliance network
* Support the National Criminal Justice Arts Alliance Manager with a range of administrative tasks.
* Work with the NCJAA colleagues to carry out annual member survey

**Events and meetings**

* Work with the NCJAA/Clinks team to ensure the smooth running of meetings and events

**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 – Arts**

**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 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
* 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
	+ Role of the arts in addressing social exclusion
	+ The Criminal Justice sector and or arts and related policy and practice

**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 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-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