

CENTRE FOR CRIME AND JUSTICE STUDIES

Programmes Officer (Communications and Policy) – two posts

September 2026

About the Centre for Crime and Justice Studies

The Centre for Crime and Justice Studies is an independent public education charity, established in 1931. We are committed to a fair, effective, and accountable justice system in a society less dominated by criminalisation and punishment. We create engaging spaces for collaboration and learning, where conventional criminal justice policy agendas are scrutinised and challenged, fresh knowledge and ideas are discussed, and transformational solutions are developed and used as a basis for effective action. Our approach is built on:

- Openness. We prize a willingness to engage with difficult questions, challenging ideas, and honest dialogue. We welcome and encourage scrutiny of our work and are comfortable with the uncertainty that comes from not always having the answer. We are committed to building solidarity and common cause, and reject superficial divisiveness and purity politics.
- Collaboration. We work hand-in-hand with grassroots organisations, advocates, policy specialists, academics and legal professionals, to build meaningful, well-supported interventions in the policy and public debate.
- Intervention. We synthesise knowledge, ideas and insights into engaging publications, events and actions, underpinned by innovative communications and movement-building activities. We use this as the basis for our own interventions, as well as contributing to the actions of others.

We use robust knowledge and analysis as the foundation for effective action. Our work has been cited in parliamentary debates and has informed legislative interventions. We brief MPs and peers across parties, offer verbal and written evidence to committees and inquiries, and contribute proposals for legislative reform. We have recently improved our audio-visual technology to strengthen our advocacy and the production of high-quality outputs on a range of platforms.

Our work spans the range of the criminal justice process, from the causes of criminalisation and pre-arrest, to prosecution, punishment, and the revolving door of recriminalisation. The Centre has a track record of engaging in difficult and complex issues, including the implications of the Supreme Court ruling on sex for prisoner placement. Alongside our general educational work, we focus on particular areas of injustice and public interest. These currently include women's justice, unfair prosecutions, discriminatory practices, and sentence reform.

If this sounds like your kind of organisation, we'd love to receive your application.

About the roles

We are recruiting two Programmes Officers to join our small and growing team. The roles will combine policy, research, communications, and programme support functions. We are therefore looking for applicants keen to work across a range of tasks, in a small organisation where flexibility and adaptability is important. Both posts are initially for a 12-month period, renewable subject to funding. The shape of both posts will be discussed in more detail during the interview stage and following appointment.

This could be the role for you if you would enjoy...

- Communicating clearly and engagingly about complex ideas.
- Putting your skills to work on real issues in crime and justice reform specifically, rather than communications or research work in the abstract.
- Digging into evidence and data to get to the bottom of a problem, not just describing it.
- Working closely with others in a small team and flexing around shifting priorities, rather than operating within a larger, departmentalised structure.
- Getting things done, including the day-to-day tasks involved in keeping events, publications, and projects on track.
- Contributing to discussion and debate with colleagues, and being comfortable with not always having a settled answer. If you're drawn to clear-cut, black-and-white positions, this probably isn't the role for you.

Why join us?

- 30 days annual leave plus bank holidays
- In person working with colleagues (three days a week in our Vauxhall office, up to 2 days a week WFH)
- 8% employer pension contribution
- Opportunities to work with and communicate interesting and impactful ideas
- A supportive, collaborative team culture

How to apply

Applications should be submitted via our website which requires you to answer three questions and upload a one-page CV by **5pm Wednesday 14th October 2026**:

<https://www.crimeandjustice.org.uk/programmes-officer>

We also encourage you to complete our equality and diversity monitoring form. Any information you provide will be anonymised. Completing the form is optional and will not affect your application in any way: <https://www.crimeandjustice.org.uk/equality-and-diversity-monitoring-form>

Timetable for recruitment

Closing date:	Wednesday 14 th October, 5.00 pm (London time).
Shortlisted applicants contacted by:	Friday 23 rd October
Interviews:	Wednesday 28 th October, in person at our Vauxhall, London office.

Job Description

Job Title: Programmes Officer (Communications and Policy) x2

Hours: 35 hours per week

Salary: £35,429, including London weighting

Contract: Twelve-month initial contract, renewable subject to funding

Main purpose of job: Contribute to the effective delivery and communication of the Centre's work.

Responsible to: Policy and Research Manager

Place of work: London office in Vauxhall (up to two days a week WFH).

Main duties and responsibilities:

1. Contribute to the research, drafting, production and creation of various written materials and audio-visual content.
2. Review, edit and correct written material and audio-visual content produced by others.
3. Keep abreast of developments in relevant policy and practice areas and communicate these with others.
4. Develop effective professional relationships with others, including policy makers and opinion formers, advocacy and campaign groups, researchers and academics, and policy and practice organisations.
5. Manage and create content for the Centre's website, social media feeds and eBulletins.
6. Assist in the production of the Centre's programme of events and publications.
7. Represent the Centre at external meetings, events, and advisory groups, acting as an effective ambassador for its work.
8. Contribute to the delivery of the Centre's other activities, as required.

This is not an exhaustive list. We're a small, flexible team, so you'll have the chance to take on new responsibilities as opportunities arise.

Person Specification: Programmes Officer (Communications and Policy)

Criteria	Essential	Desirable	How assessed (A = application, I = interview)
Qualifications / Experience			
A 2:1 or above undergraduate degree in a relevant subject, or equivalent professional experience	X		A
A Master's or higher postgraduate qualification, or equivalent professional experience		X	A
A minimum of 18 months of professional experience in a paid capacity in a relevant role	X		A
Skills			
A confident, engaging writing style, with the ability to assess policy, political, and advocacy developments as well as evidence, and to turn complex ideas into accessible copy	X		A, I
A commitment to accuracy and an eye for detail	X		A, I
Able to establish effective and respectful working relationships with colleagues and external partners and to negotiate and resolve misunderstandings and conflicts	X		A, I
Highly organised, able to meet short-term deadlines, persevere with longer-term tasks, and adapt to challenges and opportunities when meeting objectives	X		A, I
Aptitude for using a range of media — traditional, digital, and emerging — to craft, share, and extend the reach of ideas and insights	X		I
Personal qualities			
A flexible and enthusiastic approach to work and willingness to take on a range of tasks	X		A, I
An open and inquiring mind and an interest in a range of ideas, experiences and perspectives	X		A, I
A self-starter who can work independently and take ownership of tasks	X		I
Thrives in a small team, collaborative environment	X		A, I
Demonstrable interest in structural and intersecting inequalities in the criminal justice system, e.g., race, sex and class		X	A, I
Genuine interest and engagement in the vision, purpose and work of the Centre for Crime and Justice Studies	X		A, I

Criminal record

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that, for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance on whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

We only ask about criminal records where relevant to the role, and do not consider it necessary for this role.