

Policy and Communications Officer Recruitment pack

July 2026



Why join the Criminal Justice Alliance?

A message from our Director

Thank you for your interest in the Criminal Justice Alliance (CJA). I'm delighted you're considering joining us.

We aren't just one organisation; we are a powerful collective of over 200 members spanning every corner of the criminal justice system. Our network brings together charities, academics and individuals with lived and professional experience.



We pride ourselves on being the only completely independent member body in the criminal justice sector. This independence gives us the freedom to speak truth to power, challenge the status quo, and advocate for a criminal justice system that is truly fair and effective.

This is a pivotal moment to join us as we approach our 20th anniversary. This coming year will involve working closely with our members to develop our 2027-30 strategy. We are looking for someone who is truly collaborative and would thrive working closely in a small but mighty team.

This is an exciting and varied role involving building the profile of CJA on social media and other platforms, amplifying the work of our 200+ members and working to effect systemic change in the criminal justice system.

We are committed to building a diverse team. We particularly encourage applications from those from Black, Asian and minoritised communities, people who identify as LGBTQ+, people with disabilities, and/or those with lived experience of the criminal justice system, to apply.

If you are interested in helping us improve the criminal justice system and feel that you have the commitment and experience for the role, I look forward to receiving your application.

A handwritten signature in blue ink, appearing to read 'Nicola Dawn', with a long horizontal flourish extending to the right.

Nicola Dawn, Director

About the CJA

The [Criminal Justice Alliance](#) (CJA) advocates for a fair and effective justice system. Our insight comes from our members: over 200 non-profit organisations and academics with expertise across the UK justice system. We investigate key issues in criminal justice, co-produce evidence-led briefings and reports with our members to influence policy change. We connect practitioners, academics, the media, people with lived experience and policy makers from across the justice system to hold the government and other institutions to account and to promote power sharing. Read our latest Annual Report [here](#).

Our vision and mission

Our vision is of a fair and effective criminal justice system that works well for everyone and leads to a more equitable society.

Our mission is to achieve sustainable, systemic change, through the collective power of our membership network.

Our strengths

1

The ability to guide change through a whole-system view

As a broad network, our members enable us to visualise the whole criminal justice system (CJS), connecting dots that are impossible for most to see. In turn, we formulate sensible ways to drive forward systemic change. Our strong links to policy makers, the bodies overseeing the system and those experiencing the CJS ensure that our proposals are sensible and sustainable. We also identify and share innovation, good practice and policy solutions both nationally and internationally.

2

The depth and breadth of our membership

We represent members from across the full spectrum of the CJS. This includes charities, research institutions and staff associations. By hearing a wide range of voices we are well-positioned to navigate change on issues including prevention, policing, courts, prisons, probation and victims' services. Our insights garnered from our members also enable us to tackle cross-cutting and intersecting topics such as racial inequality and gives us an important understanding of related social justice issues like housing and mental health.

3

The freedom to take action and raise issues on injustices

We take action against unfair, harmful and ineffective policies and practices. We hold key decision makers and public bodies to account because we do not accept any public funding.

Our Values

Our approach to work also ensures that our internal working reflects our external goals. We always aim to be:

Collaborative: We co-design and co-produce our work with members, people with lived experience and others in a meaningful and inclusive way.

Constructive: We find common ground, recognise positives, identify solutions and embed restorative principles.

Challenging: We take bold action against unfair, harmful and ineffective policies and practices. We challenge ourselves to reflect, learn and be ambitious.

Empowering: We build the capacity, confidence and influence of our members and people with lived experience to achieve positive change.

Evidence-led: We carry out research and draw on the expertise of our members, people with lived experience, academics and others to guide our work and inform the findings and recommendations we make.

Equitable: We embed principles of fairness, transparency, equality, diversity and inclusion in our work and organisation.



Role summary

Job Title:	Policy and Communications Officer
Management:	None
Contract	6 months, fixed term contract
Location	Hybrid with at least 1 day a week in London office (EC1V)
Responsible to:	Director
Salary:	£30,000
Hours:	Full time, 35 hours a week
Benefits:	25 days holiday per annum, with 8 public holidays (27 days after 3 years). Flexible working. Employer pension contribution 7%. Cycle to work scheme. Christmas holiday closure.

Main tasks and responsibilities

1. Communications and digital media

- Prepare and distribute the weekly CJA e-bulletin featuring member updates, sector news, job opportunities, and relevant criminal justice policy and research.
- Create, schedule, and update engaging digital content including visually appealing graphics across CJA's social media channels (LinkedIn, Instagram, Bluesky) and website.
- Monitor, analyse, and report on social media engagement and website metrics to support audience growth.

2. Policy and research

- Draft robust CJA policy responses, briefings, and consultation submissions, drawing directly on feedback from members.
- Undertake desk research and evidence gathering on key CJA priority areas (e.g., policing accountability, diversion and racial disparities).
- Regularly horizon scan to keep up to date with the latest government consultations, parliamentary select committee inquiries, policy and legislative updates.

3. Member engagement and network administration

- Process new member applications, conduct initial due diligence checks, update website member directories, and welcome new members to the network.

- Assist in the planning, logistics, and co-ordination of CJA member meetings, policy roundtables, and events.

Person Specification

The CJA is committed to achieving greater diversity in its staff and trustees, particularly as there are issues affecting individuals from non-majority backgrounds across the criminal justice system. We actively encourage applications from minority ethnic communities and people with protected characteristics.

We welcome applicants with lived experience of any aspect of the criminal justice system, personally or through a close relative or friend. This includes having served a sentence. Please list any relevant experience in your supporting statement and explain why it strengthens your suitability for the role.

Essential

- Experience of drafting policy briefings, consultation responses, or research reports.
- Experience of conducting qualitative or quantitative desk research to synthesize policy evidence and identify key trends.
- Experience using digital analytics tools (e.g., Google Analytics, social media insights) to track engagement and inform strategy.
- Experience with email marketing platforms (e.g., Mailchimp) and contact databases/CRMs.
- Experience of using graphic design software and producing video and audio content.
- Excellent organisational skills, including some experience of event organisation.
- Excellent verbal and written skills to communicate persuasively with impact.
- Ability to build positive relationships with a range of stakeholders.
- Ability to work to tight deadlines, with attention to detail and accuracy.
- Ability to work flexibly as part of a small team.
- Proven commitment to equality, diversity and inclusion.
- Commitment to the vision, mission and strategic objectives of the CJA.

Desirable

- Understanding or experience of the criminal justice system of England and Wales.

No job description can cover every aspect of the post and the post holder is expected to carry out additional duties and responsibilities according to the needs of the organisation. Demonstrating agility and flexibility as a leader is a key requirement for this role.

Guaranteed Interview Scheme

As a second chance charter employer, we actively encourage applications from people with lived experience of the criminal justice system.

We guarantee to interview anyone with lived experience whose application meets the minimum criteria for the role. The minimum criteria means the Essential criteria outlined in the Person Specification and at least one of the Desirable criteria.

Please indicate in your application that you wish to be considered under the Guaranteed Interview Scheme and provide us with evidence in your application which demonstrates that you meet the minimum criteria.

How to apply

Please send a copy of your CV (no more than four pages) and a supporting statement (of no more than 500 words) outlining your interest in joining the CJA, and the skills, experience and motivation you would bring to the organisation. Please also provide details of two referees, one of which should be current or former employer.

Applications – marked ‘Application: Policy and Communications Officer’ – should be sent to recruitment@criminaljusticealliance.org.uk. If you would like to discuss any reasonable adjustments you may need for interview, please advise us in your application.

Please also return this [Equity and Diversity Monitoring Form](#) (click to download). This will be separated from your application upon receipt.

Queries

If you would like to have an informal conversation about the role please contact Nicola Dawn, Director at Nicola.dawn@criminaljusticealliance.org.uk to arrange a time.

Key dates

- [Application deadline](#): 9am 24th August
- [First interviews \(online\)](#): 3rd September
- [Second interviews \(in-person\)](#): 8th September