**Community Justice Scotland**

Ceartas Coimhearsnachd Alba

Projects Officer – Maternity Cover

(Information, Analysis and Research)

Recruitment Pack

January 2022

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**1 Overview**

Launched on 1 April 2017 by the Community Justice (Scotland) Act 2016, Community Justice Scotland (CJS) is the national body for community justice in Scotland. Find out more: <https://communityjustice.scot/>

* We provide leadership, training and insight to support partners to prevent offending and reduce the number of future victims.
* We work to change the conversation about justice, increasing understanding and support for what will make Scotland better for all of us.
* We give expert evidence and detailed briefings to parliament, helping to shape laws and policies to be the best they can for everyone in our community.
* We work with our partners and help drive change by identifying improvements and challenges in our community justice system.
* We identify worldwide expertise, best practice, and introduce fresh ideas which inspire innovation and change.

Our vision is to make Scotland a safer place to live by leading and promoting world-class standards of community justice. This will only be possible with support from across our society, including from partners, third sector, those impacted by the justice system, the public and beyond.

**Role: Projects Officer (Information, Analysis and Research) – Maternity Cover**

**Salary: £31,266**

**Contract**: **FTC – 9 months**

**2** **Your role: Your strengths**

The Projects Officer is a key role in Community Justice Scotland, contributing to developing and influencing the direction of Community Justice activity by providing a strong evidence base, excellent analytical skills and a good understanding of project monitoring techniques. Your role is to support the organisation by enhancing our in-house capacity to work through complex data from the justice system to drive improvement and change. You will have experience of a project environment, working with large and complex data sets, and providing research and analytical expertise to help support and inform decision making. You will have excellent time management and organisation skills and an ability to deliver multiple pieces of work at pace.

**To make lasting positive changes to our communities you will:**

The successful candidate will assist in the gathering, managing and monitoring of community justice based data and information. You will provide research and analytical support to all teams across CJS and will play a key role in identifying and analysing information that enables a full understanding of community justice activities and trends that helps us to progress towards successful outcomes. You will support research and data-led activities, and will support in the monitoring of project progress and delivery across the organisation. You will also contribute to strategic reporting, making recommendations for improvements to community justice activities and processes at local and national levels. This post requires you to use a wide range of analytical, research, organisational and communication skills.

**To ensure that we help people across Scotland to achieve their potential you will have:**

**3 Essential Criteria**

* Experience in using tools and techniques to monitor project progress and delivery (including experience of using Excel)
* Experience in supporting the delivery of improvement activity in a multiagency environment
* Ability to support the analysis and interpretation of complex information from a range of sources
* Experience of working with large datasets in the delivery of analytical and/or research projects
* Experience in supporting the preparation and submission of strategic reports
* Experience in stakeholder engagement with a range of partners
* Excellent attention to detail
* Excellent administrative and organisational skills

**4 Desirable Criteria**

* Understanding of Scottish criminal justice and community justice processes
* Experience of the use of software packages to analyse and present data findings (e.g. Advanced Excel, nVivo, Microsoft Visio)
* Experience of public sector and dealing with multi agency partners
* Experience of working at both local and national levels

**5 Flexible Working**

CJS offers flexible working. We are based in Edinburgh and currently remote working in line with Scottish Government advice.

**6 How to Apply**

**Please return completed application form to** [HR@Communityjustice.scot](mailto:HR@Communityjustice.scot)**. Application forms can be found on the CJS Website.**

**If you have any questions, please do not hesitate to get in touch via at**

[HR@communityjustice.scot](mailto:HR@communityjustice.scot).

**Closing date for applications is 26 January 2022 at midday**

**Interviews will take place remotely via Zoom and will be held between 14-18 February 2022.**

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