



Community Justice Scotland

Ceartas Coimhearsnachd Alba

Project Officer
Recruitment Pack

April 2026

Contents

- 01** Overview
- 02** Your Role: Your Strengths
- 03** Main Duties
- 04** Essential Criteria
- 05** Desirable Criteria
- 06** Success Criteria
- 07** Flexible Working
- 08** How To Apply

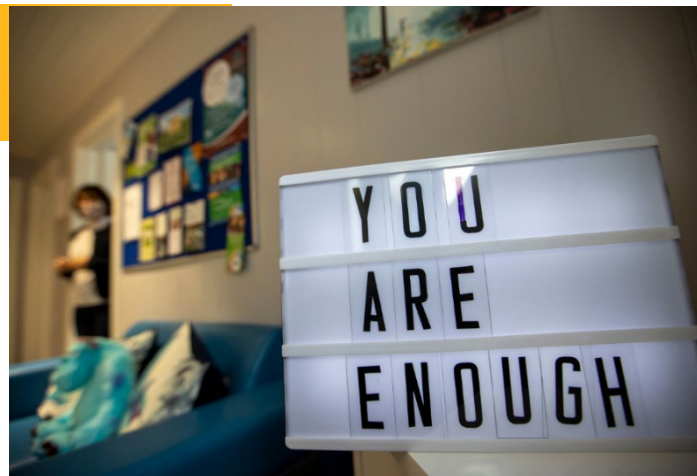
1 Overview

The Community Justice (Scotland) Act 2016 established Community Justice Scotland (CJS) as the national organisation for promoting, monitoring, and supporting improvement in the delivery of community justice in Scotland.

CJS is here for everyone who has experience of the justice system in Scotland. Victims, people who have broken the law, practitioners and professionals working within the criminal justice system, members of the Scottish Government, policy makers, and legislators but most importantly the population of Scotland who need to be assured that the system of justice is fair, safe, and effective.

CJS' vision We all want Scotland to be a place where we can all feel safe. That is why we need a justice system than we can rely on. We will achieve that goal through constant innovation and by collaborating closely with our partners to develop new ways of supporting

Our People Strategy sets out our vision for the type of organisation we want to be. In this time of uncertainty and a rapidly changing world we know that our people are the most important part of



our success. We know that if you like the people, enjoy the role and feel listened to and valued, you will feel fulfilled and productive in your role. You'll join an extraordinary team of driven, passionate individuals who work and support each other to deliver really high quality work. We are highly committed, fun and supportive. We learn from each other and promote continuous improvement in what we do. You will meet great people and you will be inspired by the work that goes on across Scotland and beyond.

Role: Project Officer

Salary: £36,944-£42,244

New entrants will start on the lowest salary point. Top of scale salary can be achieved within 4 years of employment

Contract: Fixed Term - 12 months

(subject to satisfactory completion of probation)

2 Your Role: Your Strengths

As Project Officer you will be an integral part of the CJS Engagement & Improvement Team. You will report to an Improvement Lead and work closely with the Engagement & Improvement Team and across all teams to develop CJS's strategic approach to the delivery and oversight of projects and plans and supporting their delivery across the organisation.

The Projects Officer is a key role in Community Justice Scotland and involves supporting project leads to plan, monitor and evaluate project work across the organisation. As the main point of contact for all projects work you will be able to monitor multiple projects, having oversight of project plans and supporting project documentation, such as risk registers, PIDs, progress reports and impact assessments.

You will be able to advise and support project leads to successfully deliver on their projects. You will have experience of supporting and monitoring project work and providing information to managers to help mitigate issues and challenges. This is a dual role that will include supporting the Policy & Improvement Team and the wider organisation by enhancing our in-house capacity to monitor and report on information that will drive improvement and change and realise the organisation's business and corporate plan ambitions.

The role will also work closely with project leads and senior management to bolster capacity for project delivery across the organisation and respond to emerging issues.

You will work across the organisation, supporting colleagues in every team as appropriate to inform and drive forward CJS projects and plans. You will support delivery and evaluation of the Engagement & Improvement Team's approach to engagement with local community justice stakeholders.

You will have excellent time management and organisation skills and an ability to communicate to a range of audiences.

You will have experience of working in a project environment and applying improvement approaches to help support and inform decision making.

This is an exciting opportunity for someone passionate about evidence-based reform, continuous improvement, and delivering better outcomes for people in contact with the justice system.

3 Main Duties

The successful candidate will lead in the gathering, managing, and reporting of CJS corporate project information. You will provide support to project leads across CJS and will play a key role in identifying, analysing, and escalating key information that enables a full understanding of corporate project activity and outcomes and supports decision making. You will support the statutory activity of CJS in relation to monitoring and reporting performance including that of Community Justice Partners across Scotland. This post requires you to have a detailed knowledge of the factors that influence the successful delivery of project work and an ability to use a wide range of analytical, organisational and communication skills.

Main Responsibilities:

- Manage the CJS project processes, including a suite of project documentation and templates.
- Advise project leads on the development of project plans, how to track and report project progress, and the management and monitoring of risks.
- Facilitate a regular conversation with project leads to establish project status and identify risks or decisions for escalation.
- Prepare a regular report for the CJS senior management team which outlines risks and decisions required across the organisation's projects including resourcing and capacity requirements.
- Maintain an audit trail of project progress, key decisions, and implementation considerations.
- Support the communication and engagement activities required to ensure visibility of project work across CJS.
- Provide training and refresher training to CJS staff on the organisation's project approach.
- Support the monitoring of identified improvement activity across the community justice sector.
- Work within the CJS project processes, including developing project plans, track and report project progress, and manage and monitor risks.
- Support the communication and engagement activities required to ensure visibility of project work across CJS.

4 Essential Criteria

- Good knowledge and understanding of working within a project management approach.
- Detailed understanding of the factors that make a project successful.
- Experience in using tools and techniques to monitor project progress and delivery (including experience of using Excel and MS Project)
- Ability to support the analysis and interpretation of complex information from a range of sources.
- Experience in supporting decision making through the preparation and submission of management reports.
- Experience in stakeholder engagement with a range of partners
- Ability to manage multiple tasks and deadlines effectively, while maintaining attention to detail and quality.
- Confident communicator – written and verbal, able to engage a wide range of stakeholders in complex or sensitive change work.

5 Desirable Criteria

- Project management qualification or working towards one.
- Understanding of Scottish criminal justice and community justice processes or familiarity with national policy environments or reform programmes
- Experience working across organisational boundaries or in multi-agency contexts.
- Experience involving service users or communities in co-design, co-production. Commitment to public service values, including equity, participation, and better outcomes for people affected by the justice system.

6 Success Criteria

Success profiles are specific to each job, and they include the mix of skills, experience and behaviours candidates will be assessed on. You can find out more about Success Profiles Behaviours, [here](#). This post sits within behaviour level 3.

1. Managing a quality Service
2. Working Together
3. Making effective decisions
4. Seeing the big picture

7 Flexible Working



CJS are an Edinburgh based organisation. CJS offers flexible working with agreement of the line manager in accordance with the needs of the organisation.

CJS is a Disability Confident Employer and as such we are an inclusive and accessible organisation.

8 How to Apply

Please complete our application form, which can be found on our [website](#).

If you would like to apply using an alternative method, please contact our People Team either via email at HR@communityjustice.scot, text or phone.

If you have any questions, please do not hesitate to get in touch via at HR@communityjustice.scot, text or

phone. CJS is an inclusive organisation and as such we are happy to make reasonable adjustment for any candidate.

As a Disability Confident employer we will guarantee an interview to disabled candidates who meet all of the essential criteria. If this applies to you please include **'DC eligible'** within your submission email.

Closing date for applications is 29 April 2026

If you have any questions about the post please contact rose.mcconnachie@communityjustice.scot

Interviews will take place in person on w/c 18 May 2026

Please return all completed forms to HR@communityjustice.scot.

We are a values driven organisation. We use our values in everything we do, values based recruitment, values based policies, values based working.



Respect



Effective



Compassion



Fairness



Understanding



Integrity

Annual leave 5 weeks increasing to 6 after 2 years

11.5 days Public and Privilege Holidays annually

Personal Development

Flexible Working

28.3% employer pension

Wellbeing Programme

Values Based

By feeding our values through everything we do we will provide an environment that recognises and appreciates our people

Talent Development

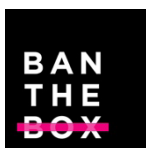
By investing in our people and seeing their potential we create an environment that recognises the value of learning, growth and enhanced capability

Wellbeing Focused

By putting personal wellbeing at the heart of everything we do, we hope to create an environment where people feel supported and can then support others

Inclusive and Accepting

We strive to provide a trusting and safe environment, where we work collaboratively and empower one another



The health and wellbeing of everyone at CJS is important and we aim to show this through our accreditations: