



# Community Justice Scotland

Ceartas Coimhearsnachd Alba

Policy and Engagement Lead  
Recruitment Pack

September 2026

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# 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.

We all want Scotland to be a place where we can all feel safe. That's why we need a justice system that we can rely on. We'll achieve that goal through constant innovation and by working closely with our partners to develop new ways of supporting people who have committed a crime, their families and the various agencies that help to break the cycle of reoffending, allowing people to make a positive contribution to society.



## **Role: Policy and Engagement Lead**

**Salary: £49,401-£59,152**

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

## **Contract: Permanent**

(subject to satisfactory completion of probation)

CJS is a values-based organisation, and we thread our values through everything we do. Our [Values in Action](#) document shows our commitment of how we work together as a team and with our stakeholders and our community.

Our [People Strategy](#) sets out our vision for the type of organisation we want to be. 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. 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.

## 2. Your Role: Your Strengths

This is an exciting opportunity to join CJS at a crucial time for community justice policy in Scotland. The ongoing prison population crisis and the review of the National Strategy for Community Justice mean that now, more than ever, there is a need to develop and expand community first approaches to addressing crime and preventing offending and reoffending.

As Policy and Engagement Lead you will be an integral part of the CJS National Engagement Unit, working closely with the Head of National Engagement to develop and deliver CJS's strategic approach to policy.

This post will be responsible for developing key policy proposals relating to community justice and, where necessary, engaging with a wide range of national stakeholders to support the adoption and implementation of those proposals.

You will work effectively across a range of policy areas related to community justice, providing a community justice perspective to the work of others and identifying opportunities for developing community justice policy and sharing key learning with CJS colleagues.

You will work collaboratively across CJS, supporting colleagues in every team to deliver their work by providing policy support and using the insights and intelligence they gather to inform and drive forward national community justice policy.

### 3. Main Duties

- Monitor policy developments, including proposed legislation, and assess the implications for CJS, partners, stakeholders and people affected by the justice system
- Lead the organisation's policy horizon-scanning, maintaining effective systems to track policy, legislative and practice developments and identify emerging risks and opportunities
- Lead on the development of CJS policy, consultation responses and calls for evidence
- Support the senior management team, and other CJS colleagues, in their engagement with leaders and elected officials at a local and national level on key strategic issues relevant to Community Justice
- Provide regular verbal and written briefings, updates and advice to the organisation on relevant policy developments
- Contribute to CJS's project management approach by providing project-specific policy expertise when required
- Engage with a multiple and diverse range of stakeholders to gather expert knowledge on thematic and specialised topic areas of policy and practice
- Produce accessible updates and summaries for partners, communities and other interested people on policy and practice developments relevant to community justice

### 4. Essential Criteria

- Educated to degree level in a relevant subject and/or has gained equivalent knowledge and skills through professional, voluntary, or lived experience
- Professional experience of policy and policy development
- Ability to work collaboratively and constructively with a range of key stakeholders to develop and deliver policy work
- Ability to engage with and influence policy processes effectively
- Excellent written and verbal communication skills, with the ability to explain policy and policy positions to a range of audiences
- Ability to manage multiple tasks and deadlines effectively, while maintaining attention to detail and quality. Combined with proven ability to plan, prioritise, and deliver policy work, with a flexible approach

## 5. Desirable Criteria

- In depth knowledge and understanding of the Scottish Justice System
- Strong understanding of Scottish Government legislative and policy processes

## 6. Success Profiles – Behaviours

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.

- Seeing the Big Picture
- Changing and Improving
- Making Effective Decisions
- Leadership
- Communicating and Influencing
- Delivering at Pace

## 7. Flexible Working

**CJS are an Edinburgh based organisation. We enjoy coming together as a team and therefore have a three day a week commitment to working from our office space.**

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 on MS Forms available on our website.**

If you would like to apply using an alternative method, please contact our People Team via email at [HR@communityjustice.scot](mailto:HR@communityjustice.scot).

If you have any questions, please do not hesitate to get in touch via at [HR@communityjustice.scot](mailto:HR@communityjustice.scot). CJS is an inclusive organisation and as such we are happy to make reasonable adjustments for any candidate.

We are a Disability Confident employer. Please see our Disability Confident statement on our website here: [Join the Team - Community Justice Scotland](#). If this applies to you, please include '**DC eligible**' within your submission email.

**Closing date for applications is 5pm 9 October 2026**

**Interviews will take place in person on w/c 2 November 2026**

**We are a values-driven organisation. Our values underpin everything we do and are reflected in our recruitment practices, policies, behaviours, and ways of working.**



Respect



Effective



Compassion



Fairness



Understanding



Integrity

Annual leave 5 weeks increasing to 6 after 4 years

11.5 days Public and Privilege Holidays annually

Personal Development

Flexible Working

28.3% employer pension contribution

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

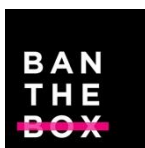
### Wellbeing Focused

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:**



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[www.communityjustice.scot](http://www.communityjustice.scot)

To view our privacy policy, visit our  
website at: [Community Justice Scotland](http://www.communityjustice.scot)

