

Job description and person specification

Job title	Campaigns Officer
Reporting to	Campaigns and Communications Manager
Job location	London, N1
Salary	£24,200

Purpose of the post

The Howard League for Penal Reform is the world’s oldest penal reform charity, with a proven record of delivering change. Our successful campaigns have led to the abolition of capital punishment, the massive reduction in child arrests and child entry to the criminal justice system, and significant improvements in the treatment of people in the system. Our legal team provides expert advice and intervention to children and young people in custody. We want to do even more, so we are looking for a Campaigns Officer who can help us achieve our goals of less crime, safer communities and fewer people in prison.

This post forms part of the campaigns team. The campaigns team promotes the organisation’s aim of less crime, safer communities, fewer people in prison.

The role involves working for positive change through policy development and public affairs work to help disseminate our ideas and influence the government agenda. The campaigns officer will monitor and report on external publications and statistical information, while also writing briefings and consultation responses as required. The campaigns officer will support a specific project looking at the future of the prison system and upholding justice and fairness in prisons.

Duties and responsibilities

- Monitoring and advising on penal and prison policy and practice
- To write reports with clear objectives for change, in line with the organisation’s strategic objectives
- Monitoring parliamentary activity, maintaining public affairs contacts and supporting the charity’s lobbying
- Support the Campaigns and Communications Manager in responding to policy announcements in the media
- Responding to consultations and preparing briefings as required

- Maintain statistical data and update the website accordingly
- Maintain the campaign team's filing of publications
- Developing and nurturing links with relevant agencies and opinion formers
- Attend meetings, conferences and seminars as appropriate
- Must work as part of the whole office team
- Working within the political and structural framework to achieve change

Person specification

- Qualification to degree standard or higher and proven intellectual capability
- Excellent verbal and written communication skills and a proven track record of writing and producing materials to publication standard
- Excellent organisational skills, ability to keep a clear timetable and achieve agreed targets to timetables with a short turnaround
- Sound analytical skills and the ability to understand and identify key issues
- Knowledge of criminal justice issues and the penal system
- Experience of working in a public affairs environment would be desirable
- Ability to network effectively with relevant practitioners, academics, policy advisors, politicians, civil servants, voluntary and community sector organisations
- Flexibility and willingness to take on new projects
- Ability to work as member of a team
- The post is self-servicing and requires good IT skills with experience of Microsoft Office
- You should be committed to undertaking all tasks in accordance with the equal opportunities policy
- Commitment to social justice, human rights and penal reform

Conditions of Service

The post is full time, permanent and with a six-month probationary period. The post holder will be subject to an enhanced disclosure & barring service check.

The terms and conditions are as laid out in the contract of employment and the office handbook and include 30 days paid leave plus statutory days and 10% contribution to the Howard League workplace pension scheme.

Candidates must be eligible to work in the United Kingdom.

Application should be by the Howard League application form. Please e-mail the completed application to info@howardleague.org

Closing date is 12 noon Friday 27 August 2021

The first round of interviews will be held on Monday 6 September and second round interviews on Wednesday 8 September 2021.