

**Job description**

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| Job title    | Youth Justice Policy Manager                                     |
| Reporting to | Director of Campaigns  |
| Job location | Office working is in London, with some home working on agreement |
| Salary       | £44,000 - £54,000 per annum                                      |
| Hours        | Full time, or part time for the right candidate                  |

**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 contributed to the abolition of capital punishment, an end to the ban on sending books to prisoners and a massive reduction in arrests of children. Our legal team provides expert advice and support to children and young people in prison. We want to do even more, so we are looking for a Youth Justice Policy Manager who can help us achieve our goals of less crime, safer communities and fewer people in prison.

The Youth Justice Policy Manager will drive forward our longstanding work on stemming the flow of children into the criminal justice system, including supervising an exciting new programme of work with a particular focus on reducing racial disparities in youth justice. The Policy Manager will also work closely with the Howard League's legal team to draw out the policy lessons from the charity's legal work with both children and young adults. Coming up with new ideas for change will also be an essential part of the role.

**Duties and responsibilities**

- Lead on the Howard League's work on stemming the flow of children into the criminal justice system, including management of the charity's longstanding work on reducing child arrests
- Provide supervision to a new programme of work on reducing racial disparities in youth justice, including line managing a policy officer
- Work with the charity's legal team to ensure the charity's policy platform is informed by lessons from the legal work
- Identify pressure points for change and innovative solutions to policy problems
- Prepare policy briefings, practitioner guides, and respond to consultations as required

- Working with members of parliament across parties and civil servants to influence youth justice policy
- Making public presentations on policy issues as required, including arranging the charity's law and practice seminars
- Developing and nurturing links with relevant agencies, community groups, NGO actors and opinion formers at a senior level

## **Person specification**

### *Essential*

- 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, with strong political judgment.
- Expertise on youth justice issues and the penal system
- Experience of policy development and securing change
- A good team player, with strong interpersonal skills and the ability to build relationships internally and externally
- Ability to think creatively and conceive innovative solutions and ideas
- Computer literacy with experience in using a range of office software packages (including Word, Excel and Outlook).
- A commitment to social justice, human rights and prison reform

### *Desirable*

- Experience of line management
- A university degree or equivalent studies in a relevant field (such as criminology, law, sociology etc)

## **Conditions of Service**

The post is full time, or part time for the right candidate.

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. You may

choose to work in the office each day, or to work some days from home on agreement with management.

The Howard League encourages applications from suitable candidates with lived experience of prisons or the wider criminal justice system.

As an inclusive employer the Howard League actively encourages applications from racially minoritised backgrounds.

### **How to apply**

To apply for this role, please fill in the application form. If for any reason you can't use the application form, please provide an up-to-date CV and supporting statement, giving evidence and examples of how you meet the criteria, and what you feel you would bring to the role.

Please e-mail the completed application to [info@howardleague.org](mailto:info@howardleague.org).

The deadline for applications for this role is **5pm on Friday 15 July 2022**

First interviews will be held on **Friday 22 July 2022**.