

JOB DESCRIPTION			
Job title	Project Officer – Children, Families and Justice	Department	Nuffield Family Justice Observatory
Job holder	Vacant	Reports to	Associate Director, Nuffield Family Justice Observatory
Job type	Permanent, Full Time (part-time arrangements considered)	Date updated	November 2024
Job aim	The postholder will support the development and delivery of work programmes and projects across Nuffield FJO, including a specific focus on work relating to private law proceedings and separating families.		
Working relationships	Reporting to the Associate Director (Strategy and Delivery). Nuffield FJO is a small team made up of employees and freelance staff. The postholder will be expected to work closely with all members of the team. The post has no direct reports.		
Resources	n/a		
Responsibilities (including but not limited to):			
	Project delivery		
	<ul style="list-style-type: none">Support (and occasionally lead) the delivery of specific projects to bring about improvements for children and families in the family justice system, working alongside other team members.This might include: helping to convene discussions between professionals (including those with children’s social care, the justice system, health and wider family support services); producing spotlight papers which summarise research for practitioners/policy makers and presenting research findings at events for policy and practice audiencesHelp to scope new areas of work, by undertaking horizon scanning work, keeping abreast of key developments in family justice landscapeSupport others within Nuffield FJO to shape and deliver a wide range of programmes and projects.		
	Project planning, review and impact		
	<ul style="list-style-type: none">Maintain up-to-date project plans and a record of impactSupport the regular review of work programmes to enhance impact		

	Dissemination and engagement
	<ul style="list-style-type: none"> ▪ Represent the Nuffield FJO to stakeholders by engaging with relevant stakeholder groups, attending meetings and events. ▪ Disseminate the work of the Nuffield FJO to relevant audiences by giving presentations and working with comms colleagues to produce other content suitable for Nuffield FJO's key audiences. ▪ Collaborate and develop partnerships with individuals and organisations, as required, to enable the learning from Nuffield FJO's work to be embedded into policy and practice.
	Other
	<p>The above list of key responsibilities (and associated activities) is not exhaustive. It may be necessary to carry out other work within the scope of the role, as reasonably requested.</p>

Person specification	Essential (E) or Desirable (D)
Experience	
Experience of project development and project management	E
Experience of working in a field relating to child welfare, justice or services or systems which support families.	E
Experience of working to achieve system change, bringing together a wide variety of stakeholders at a national or local level.	D
Knowledge	
Knowledge of the Family Justice and Child Welfare Systems.	D
Knowledge of the broader policy fields and practice contexts related to children and families.	E
Strong understanding of analysis and use of evidence and research.	E
Skills	
Self-motivated, well organised and adaptable <ul style="list-style-type: none"> Proven project management skills and ability and willingness to work to tight deadlines and under pressure when required. Ability to manage and work collaboratively in a small team. Creative and problem-solving 	E
Excellent communication and analysis skills <ul style="list-style-type: none"> Ability to assimilate, analyse and summarise large volumes of complex information swiftly and accurately. Ability to write clearly and concisely. Ability to present publicly and tailor the presentation of material to particular audiences 	E
Strong interpersonal skills <ul style="list-style-type: none"> Ability to develop good working relationships across a variety of stakeholders, including academics, judiciary, barristers and solicitors and social care professionals. Ability to lead projects and support and influence those around them to ensure buy in and delivery 	E
Project leadership <ul style="list-style-type: none"> Ability to lead on projects from conception to final delivery 	E
Values	
Demonstratable commitment to empathy, curiosity and independence, collaboration and equality.	E
Tenacious commitment to achieving improvements in the lives of children and families who come into contact with the child welfare and family justice systems, with the ability to secure the support of others	E