



# PRE-CRIME PROGRAMME MANAGER

## Job Description

<b>Job Title:</b>	<b>Pre-Crime Programme Manager</b>
<b>Salary:</b>	<b>£40,000 - £43,000 for 0.8 FTE</b>
<b>Location:</b>	<b>Nationwide (home-based); monthly travel to London required for meetings. Candidates must be eligible to work in the UK.</b>
<b>Working Hours:</b>	<b>0.8 FTE</b> <b>ORG supports flexible working arrangements</b>
<b>Line Manager:</b>	<b>Report to Head of Fundraising and Projects</b>
<b>Benefits:</b>	<b>26.5 days paid annual leave, including bank holidays</b> <b>Additional one week Christmas closure</b> <b>Additional day off for your birthday</b> <b>8% pension contribution</b> <b>Generous training and development budget</b>

The Pre-Crime Programme Manager leads our work on predictive policing and surveillance within the criminal legal system and counter-terrorism policy, with a particular focus on raising awareness of, and challenging, the impact on over-policed and over-surveilled communities.

They are responsible for the development and implementation of the Pre-Crime programme, working with the Senior Management Team (SMT) and other staff to expand the programme's profile, network and funding opportunities.

As a Programme Lead, they will also be responsible for working with the SMT and other Area or Programme leads to further develop and uphold ORG's values and collaborative working culture. They will be recognised as an issue-expert and senior leader within the organisation.

## **Key Responsibilities**

### **Programme management**

- Lead the development and implementation of the Pre-Crime programme and associated projects.
- Work with the SMT to set goals, objectives and key performance indicators for the programme to deliver. Coordinate the Pre-Crime work with colleagues within ORG and ensure that progress and activities are tracked via OpenProject.
- Take the lead in identifying further opportunities and partnerships for programme growth and collaborate with the Head of Fundraising to secure necessary resources.
- Manage existing resources, including incoming grants and the programme budget.
- Ensure that other members of the ORG team are briefed on developments within the Pre-Crime field.
- Work with other Area or Programme Managers and SMT to ensure that case-studies and policy developments within the Pre-Crime programme are strategically deployed within ORG campaigns, projects, programmes addressing national digital policy issues and draft Bills.
- Work with SMT members to monitor and evaluate progress and impact of the programme's activities and approach.

### **• Policy advocacy**

- Conduct policy monitoring, analysis and research relating to pre-crime, predictive policing and counter-terrorism.
- Draft policy documents including public-facing documents such as consultation responses and reports, as well as briefings to partners and policy-makers.
- Identify emerging and novel areas for research and work with colleagues and partners to conduct research projects
- Where relevant, consult with and secure input from ORG colleagues, Advisory Council, Board and/or external partners and stakeholders.
- Collaborate with the other Programme Managers to expand our parliamentary network and develop and implement relevant strategies for engaging actors in

Westminster, Holyrood and Cardiff, as well as at the constituency level.

- Secure and lead briefing meetings with MPs, Lords, Government departments, regulators etc., engage and collaborate with relevant All Party Parliamentary Groups and ensure that partner organisations support, engage and feed into this outreach.

- **Cultural and team leadership**

- Work with the SMT and other Area or Programme leads to set and deliver a cooperative and thorough approach to team working, ensuring that everyone and all perspectives are heard.
- Reflect organisational priorities, goals and values in team discussions.
- Support the team to raise and address difficult issues as they relate to specific policy issues, organisational development and team working.
- Ensure that the Pre-Crime Programme work is carried out collaboratively and that there is good information flow between colleagues.

- **Coalition building and network management**

- Lead our co-learning and collaboration with civil society organisations across digital policy advocacy and campaign initiatives.
- Act as a primary point of expertise and support on data rights issues for partner organisations within the Pre-Crime programme.
- Ensure that the needs, capacities and concerns of partners are reflected in strategy discussions and relevant ORG outputs.

- **Campaigns and Communications**

- In consultation with the Communications and Campaigns team, produce comms outputs such as blog posts, short videos and social media posts and other campaign materials, including co-authored outputs with partners.
- Represent ORG at external events, ORG-led -briefings, roundtables and supporter events, and through media interviews.
- Work with our Campaigns and Communications team and programme partners to develop campaigns that grow ORG's public supporter base and grassroots activism.
- Work with Communications and Campaigns team to shape compelling narratives

around pre-crime and surveillance, ensuring ORG's policy positions are translated into accessible, impactful public messaging.

- **Line management**
  - Should the team grow further you may have opportunities to line manage the work of junior members of the staff, ensuring that they receive the training and support they need to develop in their role.

## **Person Specification**

### **Essential**

- Degree in relevant area e.g. human rights, law, political science or international relations, or equivalent experience.
- Minimum of 3 years' experience in policy development and advocacy related to social justice and/or human rights issues.
- Ability to engage with and mobilise diverse groups of stakeholders, including governmental, inter-governmental, industry and civil society actors.
- Experience working with over-policed communities.
- Understanding of working in and/or with NGO coalitions or networks.
- Project management skills.
- Ability to work with and in small teams, as well as managing and motivating staff, consultants and/or volunteers.
- Strong interpersonal skills in liaising, communicating and engaging with colleagues and external audiences from culturally and linguistically diverse backgrounds.
- Excellent writing and editing skills to produce clear and concise copy in a variety of styles.
- Proven track record of communicating complex issues to diverse audiences.
- Working knowledge of the UK political system, both national and local, and how to secure policy change through policy advocacy and/or campaigning;
- Proactive and self-motivated individual capable of working unsupervised.

### **Desirable**

- Existing contacts/network within civil society networks.
- Existing contacts/network within Parliament and other decision-making bodies.
- Demonstrable interest in technology and its interaction with human rights, and/or the concerns raised by techniques such as automated decision-making and profiling.
- Budget management skills.
- Experience designing learning assets and delivering training.