



Revolving Doors Agency
South Bank Technopark
90 London Road
London
SE1 6LN
020 7407 0747

09 December 2021

Dear Applicant,

Recruitment – Member Engagement Co-ordinator

Thank you for your interest in applying for the post of Member Engagement Co-ordinator at Revolving Doors.

Our aim is to enable people with lived experience of the criminal justice system and multiple disadvantage to influence decision makers at the highest level to create better systems and services. Our members have lived experience of repeat contact with the criminal justice system that is related to issues such as poor mental health, substance use or alcohol dependency and homelessness.

We believe in the power of lived experience to drive change.

To support this approach, we are looking for a skilled and experienced administrator with excellent relationship building skills to support our 40-60 members working across our functions contributing to policy and research. This is a key role in administering RDA's member involvement, with an operational responsibility for recruiting, reviewing and processing member applications and payments, supporting forum meetings and forming personable relationships with our members to aid their contribution in driving change.

You will be organised and efficient, with excellent attention to detail, able to quickly pick up new systems and procedures, and to prioritise and juggle competing priorities and requests. Although able to work with substantial independence and initiative, you will be a team player with excellent interpersonal skills, dealing proactively and confidently with a range of people, tasks and situations.

Over the past year we have moved our forum meetings online and they will remain online for the foreseeable future with some scope for occasional in person meetings when it is safe to do so.

This is an excellent opportunity for an enthusiastic and ambitious person to work as a key member of a small but fast-paced, delivery-oriented team.

Alongside this letter you will find:

- The job description and person specifications for the post
- Diversity and equal opportunities monitoring form.

To apply for the role please send in your CV and a short covering letter of no more than 2 sides of A4 setting out what you will bring to the role and how you will meet the requirements of the job description and person specification. Your CV should include the details of two referees.

If you wish to discuss the role, please contact the Office Manager on 0207 407 0747.

Applications should be attached and sent by email to me at: admin@revolving-doors.org.uk. Please quote Member Engagement Co-ordinator in the subject line.

The deadline for receipt of applications is 12pm on 6th January 2022. We will be holding first round interviews on 17th January and second round with our member panel on 24th January.

We actively encourage applications from people with lived experience of the criminal justice system.

Thank you again for your interest and I look forward to hearing from you.

Pavan Dhaliwal
Chief Executive