

4 December 2020

Dear Applicant,

CJA Deputy Director Recruitment Pack

Thank you very much for your interest in becoming Deputy Director of the Criminal Justice Alliance. This pack contains:

- Background information on the CJA
- Outline of key terms and conditions
- Role Description
- Person specification
- Application Form (separate file)
- Recruitment Analysis Form (separate file)

To apply, please complete the Application Form and send it – marked 'Private and Confidential' – to nina.champion@criminaljusticealliance.org.uk. Please also return the Recruitment Analysis Form. This will be separated from your application upon receipt.

The closing date for applications is midday on Monday 18 January 2021. We intend to hold interviews on Thursday 4 / Friday 5 February via Zoom.

If you have a disability and would like us to make reasonable adjustments should you be invited to interview, please advise us with your application. If you'd like to have an informal conversation about the role, please email me to arrange a time to speak.

This exciting new post offers the opportunity to work with a talented trustee and staff team at a very important time for criminal justice. This is a role we believe is vital for us to continue to increase our reach and impact. We have ambitious five year - plans for growth and the Deputy Director will be critical in helping us to realise those aims with the continued support of our loyal funders and through developing new relationships and opportunities.

We value having a diverse range of perspectives, expertise and insights in the organisation. We are particularly keen to receive applications from Black, Asian and minority ethnic people and people with lived experience of the criminal justice system.

We look forward to receiving your application.

Yours sincerely,

Nina Champion
Director

Criminal Justice Alliance • Vox Studios, Durham Street, London SE11 5JH

Registered Charity No 1143038 • Company Registration No 6331413

CJA Deputy Director Background Information

The Criminal Justice Alliance (CJA) was founded in 2007, having previously been the Penal Affairs Consortium. We became a charity in 2011. The CJA is a network of over 160 organisations working across the criminal justice pathway from prevention to policing, prisons to probation and beyond including housing, health and victim services. Our members include charities, professional associations, think tanks and research bodies.

After engaging with members across the country in summer 2018, we launched our three-year strategy '[Connecting for Change](#)' in April 2019. As part of that strategy we have a refreshed vision and mission:

Our Vision is a fair and effective criminal justice system which is:

- Safe: Treats people humanely and protects their physical and mental wellbeing.
- Smart: Supports cross-sector solutions to significantly reduce the prison population and promotes prevention, diversion and rehabilitation.
- Person-Centred: Meets individual needs, offers hope and opportunities for positive life change and values lived experience.
- Restorative: Addresses harm by supporting victims and people impacted by crime and focuses on reparation and re-connection to the community.
- Trusted: Is transparent, open and accountable, and promotes equality, diversity and inclusion.

Our Mission is to:

- Work with our members to identify and promote solutions for change.
- Make connections between people and ideas across the criminal justice pathway.
- Connect with, and influence, policy makers and the public to achieve our vision.

Our approach to achieving our vision is:

- Collaborative
- Empowering
- Systemic
- Independent
- Influential

Based in central London, our small staff team is led by Director Nina Champion, who joined us in July 2018. She is joined by a Policy Officer (Amal Ali) and Communications and Engagement Officer (Jamie Morrell). We also regularly employ Longford Trust Scholars on three-month paid internships.

Our Board is made up of representatives of our member organisations with other trustees bringing outside knowledge and experience. Our Chair is Kevin Wong, Reader in Community Justice and Associate Director of Criminal Justice at the Policy and Evaluation Research Unit at Manchester Metropolitan University. Our Deputy Chair, Lucy Jaffé, is Chief Executive of Why Me? Our Treasurer Carol Hodson is an experienced finance director and company secretary with 30 years of experience in the charity sector.

Our funding comes from a range of trusts and foundations, along with member subscriptions. We do not accept statutory funding in order to maintain our independence. See [here](#) for our latest Annual Report and Accounts.

CJA Deputy Director Key Terms and Conditions

Salary £45,000 – 50,000 p.a. (Depending on experience) This is a full-time post, although we would also consider applications for 4 days a week (salary pro rata).

Normal hours Notional hours for the purpose of calculating sick pay etc are 35 hours a week. However the demands of the post occasionally require a flexible approach to timing and duration of the working day.

Annual Leave 25 days and additional 'CJA Days' of 27-31 December inclusive.

Pension We currently make a 7% employer contribution in addition to any employee contribution.

Probationary period Six months.

Sick Pay Prior to completion of the probationary period sick pay is at the Chair's discretion. Subsequently, up to one month full pay and two weeks half pay are payable in any 12 month period, rising incrementally to three months full pay and six weeks half pay after four years.

Notice During the probationary period you will be entitled to receive, and are required to give, at least two weeks' notice of termination. After successful completion of the probationary period you are entitled to receive, and are required to give, three months' notice of termination.

Other After one year's service staff may sacrifice salary to take up to ten days additional leave, subject to operational demands. All staff are offered annual flu jabs. A season ticket loan is available.

CJA Deputy Director Role Description

The Deputy Director is responsible for raising and growing revenue to increase CJA's capacity and impact, producing all financial reports required for the organisation, maintaining high standards of governance and increasing operational effectiveness.

Main tasks and responsibilities:

Fundraising and Reporting

Work with the Director to:

- Develop and implement the CJA Fundraising Strategy for 2021-26 to support our ambitions to grow in capacity and impact over the next five years.
- Pro-actively develop relationships with new funders and maintain relationships with a wide range of trusts, foundations and other grant giving institutions.
- Increase and diversify existing and new revenue streams specifically digital, corporate social responsibility and private philanthropy.
- Work closely with colleagues to understand the work of the charity and build strong cases for support.
- Prepare high-quality funding applications in line with the requirements of potential funders, using your creative writing skills to create compelling cases for support.
- Ensure that the terms and conditions of all funding are complied with.
- Ensure that all income is recorded, monitored and reported.

- Ensure fundraising is delivered against ethical standards and meet fundraising and data protection regulations.
- Ensure robust monitoring and reporting of operational targets to provide assurance to the Director, funders and trustees of operational effectiveness and impact.
- Report to the Board on progress against the fundraising strategy.

Finance

Work with the Director and Treasurer to:

- Prepare budgets for fundraising applications.
- Ensure that management and statutory accounts, forecasts, budgets and cash flow forecasts are prepared and reported as required to the Board.
- Ensure that the charity's resources are utilised to maximum advantage and that financial controls are adhered to.
- Liaise with the external accountants on a day-to-day basis regarding management accounts, payroll, pensions, invoicing and annual accounts.
- Liaise with the Independent Examiner regarding the annual accounts
- Ensure all reporting to Charities Commission, Companies House and other regulatory bodies is accurate and timely.

Governance and Operations

Work with the Director to:

- Manage all aspects of the effective management of the office, including sourcing and setting up a new office for CJA
- Maintain and develop all CJA internal policies relating to HR, Data Protection and safe operational processes
- Maintain high standards of governance, including supporting the CJA through the Trusted Charity accreditation process.
- Maintain high standards of operational effectiveness including by reviewing and refreshing the use of databases to more effectively track engagement and contact with members, funders and other key stakeholders across the organisation.
- Work as part of a Senior Leadership Team with the Director, inputting into CJA strategy and providing cover for the Director when required.

Other

- Conduct the duties of the role description in accordance with the operational policies of the CJA, including but not limited to the Diversity Policy and Safeguarding Policy
- Maintain good working relations with Trustees, staff and volunteers
- Undertake any other reasonable duties as may be required

CJA Deputy Director Person Specification

Essential

- At least two years' experience in a relevant senior role.
- Experience of developing and implementing successful fundraising strategies.
- Experience of obtaining and managing partnerships with trusts and foundations including understanding their needs and developing highly personalised relationships.
- Experience of researching, writing and monitoring applications to a broad range of trusts and foundations to secure restricted and unrestricted funding support.

- Excellent verbal and written skills.
- Excellent financial skills including developing and managing budgets and forecasts.
- Excellent understanding of management accounting and use of Xero (or similar).
- Excellent IT skills including Excel and databases / CRMs.
- Highly organised with the ability to meet deadlines and manage competing priorities.
- Ability to work flexibly within a small team.
- Commitment to proactive promotion of equality, diversity and inclusion.
- Commitment to the mission and vision of the CJA.

Desirable

- Experience of working with a membership and/or advocacy organisation.
- Understanding of charity governance.
- Degree (or equivalent) and / or professional qualification in a relevant field.
- Understanding or experience of the criminal justice system of England and Wales.

ends