

January 2022

Dear Applicant,

ELEVATE CJS Project Manager recruitment pack

Thank you very much for your interest in working for the Criminal Justice Alliance. This recruitment pack contains:

- Background information
- Job description
- Person specification
- Details of key terms and conditions
- Application form (separate file)
- Recruitment analysis form (separate file)

The closing date for applications is midnight on **Sunday 20 February 2022**. Interviews will be held via Zoom on 9 March. If you cannot make that day, please indicate this when sending in your application.

Applications – marked ‘Private and Confidential’ – should be sent to recruitment@criminaljusticealliance.org.uk. Please also return the recruitment analysis form. This will be separated from your application upon receipt.

We shortlist candidates by matching details on your application form against the person specification, so please make sure your personal statement in the application form carefully addresses this. We’re looking for clear evidence of your experience, skills and knowledge and we’re interested in all relevant experience, including beyond paid employment, that might contribute to your ability to do the job.

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. Our offices are fully accessible. If you’d like to have an informal conversation about the role, please email me on nina.champion@criminaljusticealliance.org.uk to arrange a time.

We look forward to receiving your application.

Yours sincerely,

**Nina Champion,
Director**

Background Information

The Criminal Justice Alliance is a network of [170 organisations](#) working across the criminal justice system from prevention to policing, prisons to probation and beyond including housing, health and victims' services. Our members include charities, professional associations, think tanks and research bodies.

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 strategy for 2019-2022 [Connecting for Change](#) included three systemic workstreams looking across the criminal justice pathway, including effective scrutiny and accountability; a fit for purpose and diverse workforce and a restorative criminal justice system.

We also have a strong focus on tackling race inequality, ensuring positive pathways from prison, promoting lived experience leadership and supporting a positive recovery from the pandemic across the criminal justice system. Our new five-year strategy will be launched in April 2022 and will build on our work to better understand and achieve systemic change in the criminal justice system.

Based in central London, our small [staff team](#) is led by Director Nina Champion. The current staff team currently includes: Director, Deputy Director, Senior Policy Officer and Communications and Engagement Officer. We also regularly employ paid interns in partnership with [The Longford Trust](#) and support prison officers from [Unlocked Graduates](#) with work placements. We are also in the process of recruiting an Equalities Policy Officer.

[Our Board](#) is made up of representatives of our member organisations with other trustees bringing outside knowledge and experience.

[Our funding](#) comes from a range of trusts and foundations, along with member subscriptions.

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.

Job description - ELEVATE CJS Project Manager

(Fixed term 30-month contract with the possibility to extend subject to funding)

Main roles and responsibilities:

This is a new role which will lead the CJA's exciting new London-based pilot leadership programme ELEVATE CJS (Elevating Lived Experience Voices Advocacy Training and Expertise in the Criminal Justice System). The pilot programme is funded by supporters including Trust for London and the Lloyds Bank Foundation. The programme will run for 30 months (a six-month set up phase and two 12-month cohorts).

ELEVATE CJS aims to help emerging lived experience leaders progress into rewarding careers where they can influence change in the criminal justice system or other social justice areas. The programme will also work with government and sector employers to remove barriers and develop progression routes into senior positions for lived experience leaders.

The ELEVATE CJS programme was informed by two years of peer research and was co-designed with members of our Lived Experience Expert group, chaired by CJA trustee CJ Burge. The programme was inspired by international models such as Just Leadership USA, which was researched by CJA Director Nina Champion as part of her Churchill Fellowship.

The programme will be open to Londoners who have lived experience of the criminal justice system, are currently working in the criminal justice or social justice sector, and who want to progress in their careers to influence systemic change in more senior level roles.

We have a wide definition of lived experience. Participants may have been over-policed, have convictions, have served a prison or community sentence, have been a victim of crime and/or have family members in prison. All participants will have access to clinical supervision throughout the programme to support their wellbeing.

The ELEVATE Project Manager will lead the programme. A part-time ELEVATE CJS Project Officer will also be recruited later in 2022 to assist the Project Manager. Both roles will be held by people with lived experience of the criminal justice system (see definition above). The pilot programme will be evaluated and rolled out to other regions, subject to securing additional funding.

The ELEVATE CJS programme is committed to helping improve the racial diversity of criminal justice and social justice sector leaders due to current underrepresentation. We also encourage applicants from Black, Asian or minority ethnic communities to apply for this role leading the ELEVATE CJS programme.

Main tasks and responsibilities:

Project management

- Lead on finalising and implementing the project plan for the ELEVATE CJS leadership programme.
- Tender for facilitators to support the delivery of the programme, develop partnership agreements and co-ordinate facilitators to ensure effective delivery against project milestones.
- Source and manage the logistics of venues and technology for physical and virtual aspects of the programme delivery.
- Report to the CJA Lived Experience Expert Group and seek its advice and guidance on the project plans and delivery to inform the programme.
- Ensure the project is delivered on-time, within scope and within budget.
- Work with and support the Deputy Director to ensure funders' reporting requirements are adhered to, including narrative and financial reporting.

Employer engagement

- Develop relationships with employers in the criminal justice and social justice sectors who will provide work placements for ELEVATE CJS participants.
- Design resources and toolkits for the employers to support them before, during and after the work placements with improving their employment policies and practices to provide progression routes for lived experience leaders.

Influencing change

- Work with the policy team to influence changes to policy and practice with ministers, senior civil servants and commissioners to remove barriers for lived experience leaders.
- Attend events, meetings and roundtables with policy makers, senior civil servants, and commissioners to advocate for lived experience leadership.

Communications

- Work with a communications expert to help brand and promote the ELEVATE CJS programme.
- Work with the Communications Officer to support journalists and digital media champions to promote the value of lived experience leadership and amplify the voices of ELEVATE CJS participants and other lived experience leaders.
- Work with the Communications Officer to disseminate the learning from the programme to CJA members and other key stakeholders through the provision of accessible resources.

Learning and evaluation

- Commission an external evaluator to provide interim and final evaluation findings.
- Work with the evaluator to support the evaluation process and respond to their recommendations for change to improve the impact of the programme.
- Oversee the collection and monitoring of evidence and data.
- Liaise with other criminal justice and social justice leadership programmes to share learning and explore collaboration opportunities in the UK and overseas.

- Support the senior leadership team with funding applications to enable the development and roll out of the ELEVATE CJS programme in London and other regions.
- Support the senior leadership team and contribute to the development of the CJA's operational policies, particularly those which pertain to working with people with convictions.

Line management

- Provide support and line management for the ELEVATE CJS Project Officer (when in post) and any paid interns or volunteers who may assist with the programme.

Other

- Contribute to the general administration and delivery of all CJA programmes, events and overall objectives.
- Conduct the duties of the job description in accordance with the operational policies of the CJA, including the diversity and adult safeguarding policies.
- Maintain good working relations with trustees, staff and other stakeholders.
- Maintain up-to-date and accurate records of contacts and engagement with members and other stakeholders.
- Undertake any other reasonable duties as may be required.

Person specification

Essential

- Lived experienceⁱ of the criminal justice system of England and Wales.
- At least three years of relevant work experience (paid or unpaid).
- Experience of managing projects and project budgets.
- Excellent time management skills and the ability to balance competing priorities.
- Ability to write clearly and persuasively with accuracy and attention to detail.
- Strong presentation skills.
- A strong interest in, and commitment to, lived experience leadership.
- An understanding of lived experience models of engagement and what enables people with lived experience to flourish and progress.
- A working knowledge of safeguarding legislation and professional boundaries.
- Proven ability to build positive relationships and work collaboratively with a range of stakeholders to affect change.
- Ability to work flexibly as part of a small team.
- Proven commitment to equality, diversity and inclusion.
- Commitment to the vision, mission and strategic objectives of the CJA.
- Willingness to travel within England and Wales and to work outside of office hours when required (for example residentials and other programme group work may be held on evenings or weekends).
- Strong IT skills.

Desirable

- An understanding of inclusive employment practices.
- Experience of line management.
- An understanding of monitoring and evaluation.

Key terms and conditions

- Location: V.111 Vox Studios, Durham Street, London, SE11 5JH. We also have an agile working policy.
- Salary: £38,000 – 40,000 p.a. (depending on experience)
- 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: Currently 7% employer contribution in addition to statutory employee contribution.
- Probationary period: Six months.
- 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.
- An enhanced DBS check is required for this role, but there is not an expectation it will be 'clean'. The CJA employs people with convictions. See our Recruiting People with Convictions Policy.

ⁱ We have a wide definition of lived experience. Participants may have been over-policed, have convictions, have served a prison / community sentence, have been a victim of crime and/or have family members in prison.