

December 2018

Dear Applicant,

## **CJA Trustee Recruitment Pack**

Thank you very much for your interest in becoming a Trustee with the Criminal Justice Alliance (CJA). The role offers the opportunity to work with a talented trustee and staff team at an exciting time for the CJA as we launch and implement our new strategy.

This pack contains:

- Background information on the CJA and its Board
- Role Description
- Recruitment Analysis Form (separate file)

To apply please send a CV and a covering letter (of no more than 500 words) outlining why you're interested in the role and what you could bring to our Board. Please also provide details of two referees. Applications – marked 'Private and Confidential' – should be sent to [info@criminaljusticealliance.org.uk](mailto:info@criminaljusticealliance.org.uk) or by post to Recruitment, Criminal Justice Alliance, V308 Vox Studios, Durham Street, London SE11 5JH. Please also return the Recruitment Analysis Form. This will be separated from your application upon receipt.

The closing date for applications is 28 January 2019. Interviews will be held in Vauxhall at the start of February 2019.

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 with me about the role, please call our Director Nina Champion on 0203 176 1153 (or email her at [nina.champion@criminaljusticealliance.org.uk](mailto:nina.champion@criminaljusticealliance.org.uk)) and she will put us in contact.

We look forward very much to receiving your application.

Yours sincerely,

*John Drew*

John Drew  
**Chair**

## **CJA Trustee Background Information – the Charity**

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 150 organisations working across the criminal justice pathway from prevention to policing, prisons to probation and beyond including housing, health and victim's services. Our members include charities, professional associations, think tanks and research bodies.

After engaging with members across the country in summer 2018, we have developed a new three-year strategy 'Connecting for Change' which we will be launching in 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:* Is humane. Promotes physical and mental wellbeing and hope.
- *Smart:* Focuses on cross-departmental solutions, prevention and diversion. Has a significantly reduced prison population.
- *Person-Centred:* Addresses individual needs. Offers opportunities for positive life change. Values lived experience.
- *Restorative:* Addresses harm. Supports victims and people impacted by crime. Focuses on reparation and re-connection to the community.
- *Trusted:* Procedural fairness and accountability. Equality of outcomes. Reflects the community it serves in its diversity.

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.

Over the past three years the CJA have been working on two distinct areas:

### *Right to Restorative Justice*

We have been campaigning to secure a legal entitlement to restorative justice for victims of crime. Our work in this area has been developed in liaison with a reference group of member organisations from Why Me? to the Restorative Justice Council. We have produced briefings on the need and cost of an entitlement and are now researching solutions to increase access to RJ at a local level.

### *Ending unfair stop-and-search*

We aim to promote fairer use of stop and search and reduce its damaging impact on young, particularly black, Asian and minority ethnic (BAME) people. We've established a network of expert organisations, from the Police Foundation to Black Training and Enterprise Group, to inform this work stream. The CJA published [No Respect](#), a powerful report on the experience of stop and search of young BAME people and is now researching how to improve community scrutiny of stop and search.

Our new strategy for 2019-2022, 'Connecting for Change', will include three systemic work streams looking across the criminal justice pathway at the following themes:

- Effective scrutiny and accountability
- A fit for purpose and diverse workforce
- A restorative criminal justice system

Our approach to achieving our vision is:

- Collaborative
- Empowering
- Systemic
- Independent and influential

Based in central London, our small staff team is led by Director Nina Champion, who joined us in July 2018. Our funding comes from a range of trusts and foundations, along with member subscriptions.

### **CJA Trustee Background Information – the Board**

Our Board is made up mainly of representatives of our member organisations with other trustees bringing outside knowledge and experience.

Our Chair is John Drew, Senior Associate, Prison Reform Trust. Our Deputy Chair is Maria McNicholl, Senior Manager, St. Giles Trust. Our Treasurer is Geoff Bayliss. Other trustees are:

- Frances Flaxington, Consultant (Children’s Social Care and Criminal Justice)
- Chris Leeson, Director, The Griffins Society
- Coralyn Burge, SOS+ Project Manager, St. Giles Trust
- Lucy Jaffe, Chief Executive, Why Me?
- Janet Crowe

There are four Board meetings a year, usually held between 4-6pm on a Thursday afternoon in London with dates notified well in advance. Occasionally smaller sub-committees of the Board will meet, usually on an ‘as-and-when’ basis, to consider staffing or recruitment issues.

There are also four Members Meetings a year in London, and we will establish some additional Member Meetings held outside of London in 2019, to which trustees are encouraged to attend if possible.

Trustees receive papers at least four days before Board meetings and are expected to have read them carefully prior to the meeting. In addition, trustees occasionally act as advisors to staff on specific projects relating to their areas of special expertise. The initial term of office is for three years. There is then the potential to be reappointed for a further three years.

In order to apply you must be eligible to serve as a Charity Trustee. You are disqualified under the Charities Act if you:

- have been removed as a charity trustee or company director because of wrongdoing
- are an undischarged bankrupt or have a current composition or arrangement including an individual voluntary arrangement (IVA) with your creditors
- have an *unspent* conviction for an offence involving dishonesty or deception (such as fraud)

*(Please note that disqualification may be overturned through the Charity Commission’s waiver process.)*

The role is unpaid, but we can cover reasonable expenses and provide access to relevant training and mentorship.

We value having a diverse range of perspectives, expertise and insights on the Board. 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 are also looking for applicants with knowledge of charity finance, communications, fundraising, policy/public affairs, equalities issues and / or expertise in any of the topics related to our work streams.

### **CJA Trustee Role Description**

**Trustees have a collective responsibility for the strategy and work of the charity and for ensuring that it's accountable to its members, the Charity Commission and the public in general.**

Main responsibilities include:

- ensuring that the charity complies with its governing document, organisation law, and any other relevant legislation or regulations
- ensuring the charity applies its resources exclusively in pursuance of its objectives
- contributing actively to the Board's role in giving strategic direction to the charity, setting overall policy and defining goals
- safeguarding the good name and values of the CJA
- taking collective responsibility for the actions of the charity and other trustees
- ensuring the effective and efficient administration and financial stability of the charity
- ensuring the organisation is properly insured against all reasonable liabilities
- supporting staff and helping monitor their performance where appropriate
- attending meetings, having carefully read papers in advance
- keeping informed about the activities of the CJA and wider issues which affect its work

Trustees are also expected to

- conduct their duties in accordance with the policies of the CJA, including but not limited to the Diversity Policy, the Conflict of Interest Policy and the External Comment Policy
- maintain good working relations with all other trustees, staff, volunteers and other stakeholders