

July 2021

Dear Candidate,

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 charity as we embark on a new phase of expansion and growth.

Like many others in the charity sector, the past year has presented huge challenges for CJA. I am proud and honoured to witness the CJA rise to the occasion, harnessing the experiences and expertise of our members to shine a light on those areas where urgent action was needed- from prisoners locked in their cells for 23.5 hours a day, to victims of domestic violence trapped at home with their abusers. The CJA will continue to make evidence-based and realistic recommendations for change, hold the government to account, and share good practice within the criminal and social justice sector.

We are a strong supportive board and have a positive relationship with the small but dedicated staff team, led by Director Nina Champion.

In this pack, you will find information about our work and our values. You will also find:

- Role Description and Person Specification
- How to Apply
- Equality and Diversity Monitoring Form (separate file)

If you are interested in helping us improve the criminal justice system and feel that you have the commitment and experience for the role, we look forward to hearing from you.

Yours sincerely,

Kevin Wong

Chair

About the CJA

The Criminal Justice Alliance (CJA) is a network of 160 organisations working towards a fair and effective criminal justice system. Our members include charities, social enterprises, think tanks, research institutions and staff associations. They work across the criminal justice system, in areas such as crime prevention, sentencing, policing, prisons, probation, victim services, mental health, drug policy and treatment, and more. The CJA is based in London but our work and membership extend across England and Wales.

Our Vision

A fair and effective criminal justice system which is:



Our Mission

- To work with our members to identify and promote solutions for systemic change.
- To make connections between people and ideas across the criminal justice pathway.
- To connect with, and influence, policy makers and the public to achieve our vision.



Collaborative



Empowering



Independent and influential



Systemic

Our Strategy

Our strategic objectives for 2019-2022 were developed by the CJA's trustees, staff and with valuable input from our members. **Connecting for Change** reflects a common theme across our conversations with members and stakeholders- that the CJA can play a unique role in connecting people across criminal justice silos to create positive change together.



Increase engagement of members to draw together expertise and build a vibrant network for change.



Build the capacity of small organisations and people with lived experience to influence policy, practice and public opinion.



Influence national and regional policy makers, commissioners and the public to achieve our vision.



Adopt a systemic approach to influencing change looking at 'golden threads' across the criminal justice pathway.

We are currently in the process of developing our 2022-2025 strategy. Our first external independent evaluation will be completed in 2021 which will inform our new strategy. We are also seeking to obtain accreditation for Level 1 Trusted Charity.

Our Board

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

Kevin Wong, Chair

Kevin is a Reader in Community Justice and Associate Director of Criminal Justice at the Policy and Evaluation Research Unit (PERU), Manchester Metropolitan University. He is Co-Editor of the British Journal of Community Justice and the founder and Director of the Manchester Crime and Justice Film Festival. He was formerly Assistant Director at Nacro, and a manager at Citizens Advice, developing services for Black, Asian and minority ethnic people.

Lucy Jaffé, Vice-Chair

Lucy is the Director of Why me? the national charity established to make restorative justice available to all victims of crime. Lucy was on the Board of Directors of Whitespace Software and went on to run her own marketing and communications consultancy, prior to which she founded and ran Reunite, the National Council for Abducted Children.

Carol Hodson, Treasurer

Carol is an experienced finance director and company secretary with 30 years of experience in the charity sector, including at the Princes Trust, the Royal Voluntary Service and the United Nations Association UK. She has also been Treasurer of the Fawcett Society and Peace Direct.

Coralyn Burge

CJ is SOS+ National Service Manager at St Giles. SOS+ is a national project that prevents young people from becoming involved in gangs and youth violence by equipping them with tools, knowledge and support, delivered by experts with lived experience. CJ is an award-winning ex-Longford Scholar who achieved a first-class honours law degree while in prison. CJ chairs the CJA Lived Experience Expert Group.

Caroline Drummond

Caroline is Programme Manager for Safer Children and Young People at the Mayor's Office for Policing and Crime (MOPAC). Prior to this, she was Policy and Public Affairs Manager for Nacro. She was formerly a Policy Officer for the Institute of Fundraising and has a master's degree in the Charities Act.

Kimberly Lamb

Kimberly is Head of Bedfordshire's Violence and Exploitation Unit (VERU). Prior to this she was Head of Victim Services and Early Intervention Lead for Signpost Victims Hub. She is an experienced youth justice professional and the former Vice Chair of Bedfordshire Police's Stop and Search Scrutiny Panel.

Tebussum Rashid

Tebussum is Deputy Chief Executive of Black Training and Enterprise Group (BTEG) and Secretariat for EQUAL. She is a member of the Lammy Review External Advice Scrutiny Panel and a Trustee of Peace & Desist. She is a former grants manager and evaluation officer.

Nadine Smith

Nadine is a Project Coordinator for the Young Justice Advisors, after being a member of the project for 5 years. Nadine is also a trustee for the Alliance for Youth Justice. She uses her years of engagement and lived experience to create change. Nadine is also a member of the Independent Office for Police Conduct's Youth Panel.

Role description

Location: Currently and for the remainder of 2021, via video conference. We expect to hold two meetings per year in person in London and two via video conference from 2022 onwards.

Time commitment: Approximately one day per month. Board meetings are held four times a year, usually between 4-6pm on a Thursday afternoon, with dates notified well in advance. The first Board meeting you will be expected to attend will be held on 4 November 2021.

Board members are encouraged to join a Sub-Committee (Finance and Resources Committee/ Policy and Communications Committee), which also meets four times a year, usually one week before the Board meetings.

Trustees are also encouraged to join our thematic expert working groups, acting as advisors to staff on specific projects relating to their areas of expertise. Current working groups include, lived experience and restorative justice working groups.

There are also four Members Meetings, to which trustees are encouraged to attend if possible.

Term: Three-year initial term, renewable once. Trustees can serve for a maximum of six years.

Remuneration: This is a voluntary role without remuneration. Travel expenses as well as other reasonable and necessary costs incurred (including childcare), as part of official Trustee business, will be reimbursed.

Role summary

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

Induction: A thorough induction process is in place for new Trustees. There will be both formal and informal training available to new Trustees which will include on-going training ensuring board members are up to date on good governance. We welcome individuals who have not been a Trustee before and will provide suitable training and mentorship.

Key responsibilities:

- Contribute actively to the Board's role in giving strategic direction to the CJA, setting overall policy and defining goals
- Safeguard the good name and values of the CJA
- Ensure that the CJA complies with its governing document, charity law, and any other relevant legislation or regulations
- Ensure the financial sustainability of the CJA and that the charity applies its resources exclusively, effectively and efficiently in pursuance of its objectives
- Ensure that appropriate financial and administrative controls are in place and reviewed regularly
- Ensure that there is an effective process in place for monitoring and managing risk

- Devote the necessary time and effort to develop a good understanding of the CJA and its work by reading papers, participating in sub-committees, meeting staff and participating in training, working groups and others as required
- Ensure that any potential conflicts of interest/loyalty between the CJA and other positions held by trustees are handled appropriately and sensitively
- Contribute to and help drive improvements in the Board's own performance ensuring an effective, high-performing team.

Person Specification

We are looking for individuals who are motivated and committed to the work and mission of the CJA.

- A strong commitment to equality, diversity and inclusion
- A collegiate attitude and willingness to work with others, to express your opinion while also listening to and respecting the views of others
- Sound independent judgment, strategic vision and ability to think creatively
- Honesty, integrity and commitment to act in the best interest of the charity at all times

Specific experience

We have recently completed a skills audit of our Board and are particularly keen to recruit **three Trustees** with one of more of the following skills and knowledge: -

- **Finance** – charity finance and fundraising
- **Legal**- knowledge of charity governance / data protection
- **Organisational development**- human resources, information technology/digital technology, learning and development

The CJA value having a diverse range of perspectives, expertise and insights on the Board. We welcome and encourage applications from:

- Black, Asian and minority ethnic individuals
- Individuals with lived experience of the criminal justice system, and/or bring an empathy, knowledge or understanding of the criminal justice system
- Individuals based in/work on criminal justice and related areas in Wales and outside of London and the South-East
- First-time trustees

How to apply

To apply to become a Trustee at the CJA, please send a copy of your CV and a covering letter (of no more than 500 words) outlining why you are 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 recruitment@criminaljusticealliance.org.uk. 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.

Please also return the **Equality and Diversity Monitoring Form**. This will be separated from your application upon receipt.

In order to apply you must be eligible to serve as a charity Trustee. You are disqualified under the Charities Act from acting as a charity Trustee if any of the reasons shown in this [disqualifying table](#) apply to you. *Please note that disqualification may, however, be overturned through the Charity Commission’s waiver process.*

Queries

If you would like to have an informal conversation with our Director, Nina Champion and/or the Chair of the Board, Kevin Wong about the role, please email nina.champion@criminaljusticealliance.org.uk to arrange a time.

Key dates

- **Application deadline:** 5pm, 1 August 2021
- **Interviews** (via Zoom): week commencing 13 September 2021
- **CJA Annual General Meeting**- new Trustees to be ratified: October 2021
- **First Board meeting:** 4 November 2021