

BARROW CADBURY TRUST

CRIMINAL JUSTICE PROGRAMME MANAGER JOB DESCRIPTION AND PERSON SPECIFICATION

JOB DESCRIPTION

Job title: Criminal Justice Programme Manager

Purpose of the job: to develop and manage the Barrow Cadbury Trust's criminal justice programme.

Salary scale: From £53,667 for a 35 hour week.

Reports to: Director of Programmes

Responsibilities

1. To draft strategy, implement activities and report on progress against programme aims according the Trust's regular cycle of planning and implementation.
2. To lead and coordinate the Transition to Adulthood (T2A) Campaign, deploying existing evidence, identifying gaps and working with members of the T2A Alliance and funded partners to improve outcomes for young adults in the criminal justice system.
3. Assess and manage the portfolio of Criminal Justice grants, including ensuring maximum learning from each project is gathered and disseminated to improve practice and policy
4. Develop and maintain partnerships with key criminal justice stakeholders, including voluntary and statutory bodies, civil servants and Government bodies, think tanks, academic institutions and service users.
5. Coordinate the work of T2A consultants and support the T2A Alliance Chair.
6. Ensure the Trust's learning is disseminated to key audiences through meetings, seminars and public events on T2A and other aspects of the Trust's criminal justice programme.
7. Draft papers including policy proposals, speaking notes and other material and to support the development and communication of key messages.
8. Gather intelligence and oversee the publication of research findings and policy proposals, in collaboration with the wider team.

9. Ensure that relevant Trustees and staff are kept informed of developments and support the Chair of the T2A Alliance.
10. Act as a focal point for dissemination of information and response to enquiries about the Trust's criminal justice work.
11. Lead on criminal justice outreach work, including managing relations with T2A and other grantees, responding to and gathering intelligence on new applications and organising project visits for Trustees.
12. To work flexibly alongside other members of the Barrow Cadbury Trust team and take on reasonable tasks as appropriate over and above those set out above.

PERSON SPECIFICATION

Essential

1. A good level of knowledge of the criminal justice system, both practice and policy.
2. Understanding of charities and/or other types of social sector organisation with ability to assess applications and manage grants
3. Experience of working on issues relating to race and gender justice
4. Experience of campaigning or policy change activities within the framework of a charity or charitable trust.
5. Ability to develop and maintain partnerships with key criminal justice stakeholders, including voluntary and statutory government bodies, Parliamentarians, think tanks, academic institutions and service users.
6. Experience of organising meetings, seminars and public events.
7. Research and writing skills with the ability to communicate clearly and effectively to internal and external audiences.
8. Commitment to cross-organisational working, flexibility and willingness to take on a range of tasks to further the objectives of the Barrow Cadbury Trust.
9. Commitment to promoting equal opportunities and alignment to the Quaker value base of the Trust, and demonstrable commitment to the promotion of social justice.

Desirable

- 1 Experience of using, contributing to, or working within the T2A approach
- 2 Experience of press and media relations