**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**: £40,600-£48,700 pa for a 35 hour week.

**Reports to:** Director of Programmes

**Responsibilities**

1. To draft strategy to, implement activities and report on progress against programme aims according the Trust’s regular cycle of planning and implementation.
2. To 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.
3. To 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. To support the effective and purposeful running of the Transition to Adulthood (T2A) Alliance, and organise meetings, seminars and public events on other aspects of the Trust’s criminal justice programme.
5. To draft papers including policy proposals, speaking notes and other material and to support the development and communication of key messages.
6. To gatherintelligence and oversee the publication of research findings and policy proposals, in collaboration with the wider team.

1. To ensure that relevant Trustees and staff are kept informed of developments.
2. To act as a focal point for dissemination of information and response to enquiries about the Trust’s criminal justice work.
3. To contribute to criminal justice grassroots outreach work in collaboration with other members of the team, including managing relations with T2A and other grantees, monitoring and gathering intelligence on new applications, organising project visits and, where necessary, developing innovative applications to fulfil gaps in the programme. Some travel involved, mainly in England and Wales.
4. 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 campaigning or policy change activities within the framework of a charity or charitable trust.
4. 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.
5. Experience of organising meetings, seminars and public events.
6. Research and writing skills with the ability to communicate clearly and effectively to internal and external audiences.
7. Commitment to cross-organisational working, flexibility and willingness to take on a range of tasks to further the objectives of the Barrow Cadbury Trust.
8. 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

1. Experience of press and media relations and professional use of social media.