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March 2018

Dear Applicant

**Post of Criminal Justice Programme Manager**

Thank you for your interest in the post of Criminal Justice Programme Manager with the Barrow Cadbury Trust. Please find attached the job description and person specification for this post.

The Barrow Cadbury Trust is an independent charitable foundation seeking a just and peaceful society which recognizes the equal value of all people. Largely working in partnerships with others, we use all our resources – our grants, our people and our name - to bring about structural change, thus increasing social justice and equality.

The cornerstone piece of work of the Trust’s Criminal Justice Programme is the Transition to Adulthood Alliance (T2A) which is a campaign to transform the way the criminal justice system deals with the post-juvenile young adult age group (<https://www.t2a.org.uk/> ). The Trust both drives and serves this campaign which is now nearly ten years old and is currently achieving considerable change. The other areas of the programme include: advocating for more suitable arrangements for women and girls both in the system and by means of earlier intervention, implementing the recommendations of the Lammy Review of racial disproportionality, and ‘shining a light in dark corners’ such as deaths in custody, solitary confinement and sexuality in prisons. All our work seeks both to listen to and give voice to people who have experienced the criminal justice system in the UK.

This is a permanent contract. The salary scale is £40,600 - £48,700 p.a. The Trust offers a contributory pension scheme.

Any offer of employment will be made subject to references, confirmation of the right to work in the UK (see the information below relating to complying with the preventing illegal working legislation) and the satisfactory completion of a probationary period.

Before you apply please have a look at our website and view our short animation about our values and the way we work ([www.barrowcadbury.org.uk](http://www.barrowcadbury.org.uk)).

If you would like to apply for this position, please send us your CV and a covering letter setting out your skills and suitability for the post (no more than 3 sides of A4) to Maddy Rooke-Ley at [m.rooke-ley@barrowcadbury.org.uk](mailto:m.rooke-ley@barrowcadbury.org.uk) by **12 noon on Monday 26 March 2018**.

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Interviews for short listed candidates will be held on **Wednesday 11 April 2018** at our office at Kean House, 6 Kean Street, London, WC2B 4AS.

We look forward to receiving your application.

Yours sincerely



**Sara Llewellin**

**Chief Executive**

Enc – Job description, Q&As, complying with preventing illegal working legislation and Equal Opportunities Monitoring Form attached below