

Treasurer

Appointment brief

October 2024

**Criminal Justice Alliance
88 Old Street, EC1V 9HU**

Registered charity number: 1143038

www.criminaljusticealliance.org

[@cjalliance](https://twitter.com/cjalliance)

Message from our Chair

Thank you for your interest in becoming Treasurer at the Criminal Justice Alliance (CJA).

It is a privilege to be part of the CJA's work. The CJA is an incredible organisation making real change in the criminal justice sector. In 2022, we launched our five-year strategy, *Reimagine, redesign, rebuild: Driving systemic change together*. Working with our 200+ members, the CJA brings together a broad and diverse range of expertise across the sector, championing and elevating the voices of those directly impacted by the criminal justice system.

We are in an exciting time of growth and development as we continue our ambitious and much-needed work, focusing on systemic change, constructive criminal justice journalism, race equity and lived experience leadership.

As Trustees, our roles are to ensure that the CJA is able to draw on the collective strengths of our members to pursue our common goal of building a fairer and more effective criminal justice system that works well for everyone and leads to a more equitable society.

We are looking for an individual who shares our values and ambitions. 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 would love to hear from you.

Gemma Birkett, Chair

About the CJA

The [Criminal Justice Alliance](#) (CJA) advocates for a fair and effective justice system. Our insight come from our members: over 200 non-profit organisations and academics with expertise across the UK justice system. We **investigate key issues** in criminal justice, **co-produce evidence-led briefings and reports** with our members to **influence policy change**. We **connect practitioners, academics, the media, people with lived experience and policy makers** from across the justice system to hold the government and other institutions to account and to promote power sharing. Read our latest Annual Report [here](#).

Our vision and mission

Our vision is of a fair and effective criminal justice system that works well for everyone and leads to a more equitable society.

Our mission is to achieve sustainable, systemic change, through the collective power of our membership network.

Our strengths

1

The ability to guide change through a whole-system view

As a broad network, our members enable us to visualise the whole criminal justice system (CJS), connecting dots that are impossible for most to see. In turn, we formulate sensible ways to drive forward systemic change. Our strong links to policy makers, the bodies overseeing the system and those experiencing the CJS ensure that our proposals are sensible and sustainable. We also identify and share innovation, good practice and policy solutions both nationally and internationally.

2

The depth and breadth of our membership

We represent members from across the full spectrum of the CJS. This includes charities, research institutions and staff associations. By hearing a wide range of voices we are well-positioned to navigate change on issues including prevention, policing, courts, prisons, probation and victims' services. Our insights garnered from our members also enable us to tackle cross-cutting and intersecting topics such as racial inequality and gives us an important understanding of related social justice issues like housing and mental health.

3

The freedom to take action and raise issues on injustices

We take action against unfair, harmful and ineffective policies and practices. We hold key decision makers and public bodies to account because we do not accept any public funding.

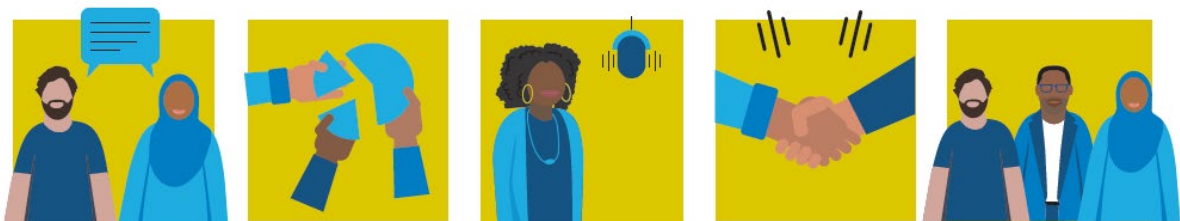
Our strategy

Our overarching aim is to influence and drive systemic change in the criminal justice system by removing barriers currently holding back progress.

In 2022, we launched our first five-year strategy, [Reimagine, redesign, rebuild: Driving systemic change together](#). We continue to adopt an equalities lens in all our policy and influencing work and looked systematically at issues affecting people who are disproportionately discriminated against, ignored and mistreated.

We are undertaking five key approaches to reach our overarching aim.

1. **Articulating a shared vision for change** – a safe, smart, person-centred, restorative and trusted criminal justice system.
2. **Co-ordinating collaborative working**- between our members, policy makers, practitioners and academics to share good practice and evidence-led approaches.
3. **Changing narratives**- promoting constructive criminal justice journalism to shift public narratives.
4. **Promoting power sharing**- amplifying the voices of and supporting lived experience leaders into positions of power.
5. **Tackling race inequality**- challenging institutional and structural racism across the criminal justice system.



"I don't think there is any other organisation that is recognised for the way it collaborates with so many criminal justice organisations, to bring them together to help achieve the common goal of changing people's lives."

Raphael Rowe, journalist and CJA Award winner 2022

The way we work

Our approach to work also ensures that our internal working reflects our external goals. We always aim to be:

Collaborative: We co-design and co-produce our work with members, people with lived experience and others in a meaningful and inclusive way.

Constructive: We find common ground, recognise positives, identify solutions and embed restorative principles.

Challenging: We take bold action against unfair, harmful and ineffective policies and practices. We challenge ourselves to reflect, learn and be ambitious.

Empowering: We build the capacity, confidence and influence of our members and people with lived experience to achieve positive change.

Evidence-led: We carry out research and draw on the expertise of our members, people with lived experience, academics and others to guide our work and inform the findings and recommendations we make.

Equitable: We embed principles of fairness, transparency, equality, diversity and inclusion in our work and organisation.



CJA Trustees

<p>Gemma Birkett, Chair Gemma is a Reader in Criminal Justice at City, University of London where she is Co-Director of the interdisciplinary Centre for Justice Reform. Gemma sits on the Executive Board of the British Society of Criminology.</p>	<p>CJ Burge, Vice Chair CJ works at the Mayor of London’s Violence Reduction Unit and leads on their Education and Parenting work. CJ is an award-winning Longford Scholar and is also a Trustee of The Longford Trust.</p>	<p>Professor Alex Stevens Alex is a Professor in Criminal Justice at the University of Kent, a trustee of Harm Reduction International, and chair of the Drug Science Enhanced Harm Reduction Working Group.</p>
<p>Frances Lang Frances is a qualified Chartered Accountant. She was a partner of a private equity investment fund before moving into the charity sector as Interim CEO of Media Trust and CEO of Variety, the children’s charity. Frances is also a trustee at Become, the national charity for children in care and care leavers.</p>	<p>Jason Grant Jason is a lived experience researcher and practitioner who works to improve outcomes for people within the mental health system. Jason currently chairs the CJA ELEVATE CJS advisory group.</p>	<p>Nick Evans Nick is a finance leader with over 15 years’ experience in the film and television sector, having worked for Disney, Paramount Pictures and Universal. In his current role at Warner Media, Nick focuses on business performance, strategy and risk management.</p>
<p>Nick Linfoot Nick is a former prison officer with a background in policy, working across the adult male and female estates. He has lectured at the University of Law and is undertaking a PhD examining human rights in prison healthcare settings at the University of York.</p>	<p>Rachel Allan Rachel works for AIG and leads on learning, talent and inclusion. She has a background in teaching adults and started her career training people in prison and those with convictions, working for organisations including Nacro and St Giles Trust. Rachel was previously trustee for Headway and two sexual health charities.</p>	<p>Stuart deBoos Stuart is an experienced trustee and treasurer having served with the Orbit Housing Group, Central and Cecil Housing Trust and the University of London Union. He has spent over 30 years in the not-for-profit sector, including 14 years as Finance Director of the Chartered Society of Physiotherapy and its associated charities.</p>
<p>Tom McNeil Tom McNeil is the CEO of The JABBS Foundation. Previously, Tom served as Assistant Police and Crime Commissioner for the West Midlands and was a charity lawyer. He is currently completing a PhD in Social Policy and Criminology at the University of Birmingham.</p>		

Role description

Location: We expect to hold two meetings in person in London and two via video conference per year.

Time commitment: Approximately two days per month.

Board meetings are held four times a year, with dates agreed at beginning of every calendar year. Board meetings are split between afternoon and early evening time slots to accommodate the various commitments of Trustees and staff attending. We also hold an in-person annual staff and trustees away day- usually in the summer.

Board members are required to join a Sub-Committee (Finance and Resources Committee or Policy and Communications Committee), which also meets virtually three to four times a year, usually one or two weeks before the Board meetings. As Treasurer, you will chair the Finance and Resources Committee which also meets virtually four times a year, usually one or two weeks before the Board meetings.

The Chair and the Treasurer also hold monthly meetings with the Director.

Trustees are also encouraged to attend CJA events, e.g. members meetings, CJA Awards and research symposium.

Term: Three-year initial term, renewable once. Trustees can serve for a maximum of six years. The Treasurer will be appointed first as a Trustee and then confirmed into post as Treasurer by the Board of Trustees.

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

Induction: A thorough induction process is in place for new Trustees. There will be both formal and informal training available to the new Chair which will include on-going training ensuring Board members are up to date on good governance.

Role summary

The role of the Treasurer is to maintain an overview of the financial, fundraising, and resources of the charity and to report to the Board of Trustees at regular intervals on these matters in line with best practice, and in compliance with CJA charitable objectives, governing document and other legal requirements.

(See also the [Charity Commission's Essential Trustee Guidance](#))

Key responsibilities

Strategy and Governance

- To advise in the development and evolution of the CJA's strategy and work with particular regard to ensuring that the organisation has resources to deliver the strategy.
- Ensure that the Board is aware of its financial duties and responsibilities and the need to comply with relevant charitable and company legislation.
- Ensure healthy management by the Board of agreed risks by overseeing the maintenance of the risk register.
- Ensure compliance with the Memorandum and Articles of Association, the Charities Statement of Recommended practices (SORP), and other application legislation including Company and Charity law.

Financial Management

- Ensure that the Board receives appropriate budgetary and financial information on the activities of the organisation.
- Monitor the financial management of the CJA and report to the Board regularly and in line with best practice, on the robustness of internal controls, management accounting and budgeting.
- Recommend to the Board appropriate accounting procedures, controls and policies.
- Provide financial advice and guidance to the Board on strategic finance and investment issues.
- Work in close partnership with the Director in executing the CJA's fundraising strategy.

General responsibilities

- Chair the Finance and Resources sub-committee in line with its terms of reference.
- Act as a counter signatory on bank accounts and relevant applications to funders or other legal documents.
- Present the CJA's statutory accounts at the Annual General Meeting.
- Oversee the appointment of the Independent Examiner annually.

Person Specification

The CJA is committed to achieving greater diversity in the organisation and actively encourages applications from Black, Asian or minority ethnic communities to apply for this role.

Essential	Desirable
<ul style="list-style-type: none">• Chartered accountant• Strong understanding of statutory and internal audit processes• Prior experience as a charity trustee and solid understanding of good governance practices.• Robust planning and organisational skills.• Commitment to the CJA's aims and values• Willingness to devote time to carry out responsibilities.• Sound independent judgment and strategic vision; ability to think creatively and challenge constructively.• A collegiate attitude and willingness to work with others.• Honesty, integrity and commitment to act in the best interest of the charity at all times.	<ul style="list-style-type: none">• Previous experience as Treasurer and/or trustee in the charity sector.• Expertise of lived experience of the criminal justice system.• Experience of working in change management/ environments.• Experience of charity fundraising and/or grantmaking.• Understanding of membership organisations.• Experience of building partnerships and networks.• Experience of chairing meetings, committees or boards.• Experience (voluntary or paid) within the criminal or social justice sector at leadership level.

Guaranteed Interview Scheme

As a Second Chance Charter employer, we actively encourage applications from people with lived experience of the criminal justice system.

We guarantee to interview anyone with lived experience whose application meets the minimum criteria for the role. This means all of the essential criteria outlined in the Person Specification. Please indicate in your application that you wish to be considered under the Guaranteed Interview Scheme and provide us with evidence in your application which demonstrates that you meet the minimum criteria.

How to apply

To apply to become Treasurer of the Board of Trustees 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 ‘Application- Treasurer’ – should be sent to recruitment@criminaljusticealliance.org.uk. If you would like to discuss any reasonable adjustments you may need for interview and/or to take part in Board meetings, please advise us in your application.

Please also return the **Equity 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, Annette So and/or the Chair/ Vice-Chair, please email annette.so@criminaljusticealliance.org.uk to arrange a time.

Key dates

- **Application deadline: 23:59, 9 November 2024**
- **Interviews (online): w/o 25 November or w/o 2 December 2024**