

# Director of Development and Co-Lead

Standing up for kids

JUST FOR KIDS



Applicant Pack  
June 2024

In partnership with



# Welcome

Thank you for your interest in the role of Director of Development and Co-Lead.

At Just for Kids Law, we've been working to support vulnerable children and young people for more than 18 years. Our small but committed team has earned a strong reputation based on our unique expertise and experience in children and young people's rights. We consistently punch above our weight and are proud of the difference we make.

The political, social, legal and economic context for children and young people in the UK has become increasingly challenging, with more vulnerable children and young people at risk of their rights being violated. The work we do at Just for Kids Law is needed more than ever.

Just for Kids Law has recently refocussed to ensure we make an impact where it's needed most: providing trauma-informed and anti-racist legal representation to children and young people in contact with the criminal justice system and using the evidence from this case work to fight for systematic change.

Our hosting of the Children's Rights Alliance for England means that we play a crucial and unique role in holding the Government to account on its child rights obligations.

We are looking for an exceptional colleague to co-lead the organisation with us and further strengthen Just for Kids Law's fundraising and communications capacity. If you would relish the opportunity of working in a fast-paced, rights-based organisation that doesn't shy away from the difficult issues, we would love to hear from you.



**Aika Stephenson**

JfKL Co-Lead,  
Co-Founder and  
Legal Director



**Louise King**

JfKL Co-Lead,  
Director of the  
Children's Rights  
Alliance for England



# About Just For Kids Law

**Empowering children and young people. Standing up for their rights.**

Children and young people in contact with the criminal justice system are some of the most vulnerable in society, yet the police and youth justice system fails to respect their rights and causes trauma and harm.

Black and other racialised groups are disproportionately represented at all stages of the criminal justice system. Victims of child criminal exploitation are too often treated as perpetrators instead of getting the help they desperately need.

Just for Kids Law (JfKL), a UK charity, challenges this injustice by providing expert and innovative legal representation to children (0-18) and young people (18-25) in contact with the criminal justice system and uses evidence from its case work to fight for wider reform and to equip others to work for children's rights.

Our unique legal support is based on an understanding of racism, trauma and how that manifests in the legal process. We operate in a trauma-informed way, and in our casework, we take a "whole person" approach rather than addressing single issues.

Our vision is a future in which the legal rights and entitlements of children and young people in the UK are respected and promoted, with the voices of those most at risk heard and valued.

As part of our new organisation strategy 2024-27, we aim to secure resources to grow our capacity to represent children in the criminal justice system, including addressing any issues relating to their community care rights and entitlements. Promoting and protecting children's rights will continue through our hosting of the Children's Rights Alliance for England (CRAE).







**Children's Rights  
Alliance for England**  
Part of Just For Kids Law



## About CRAE

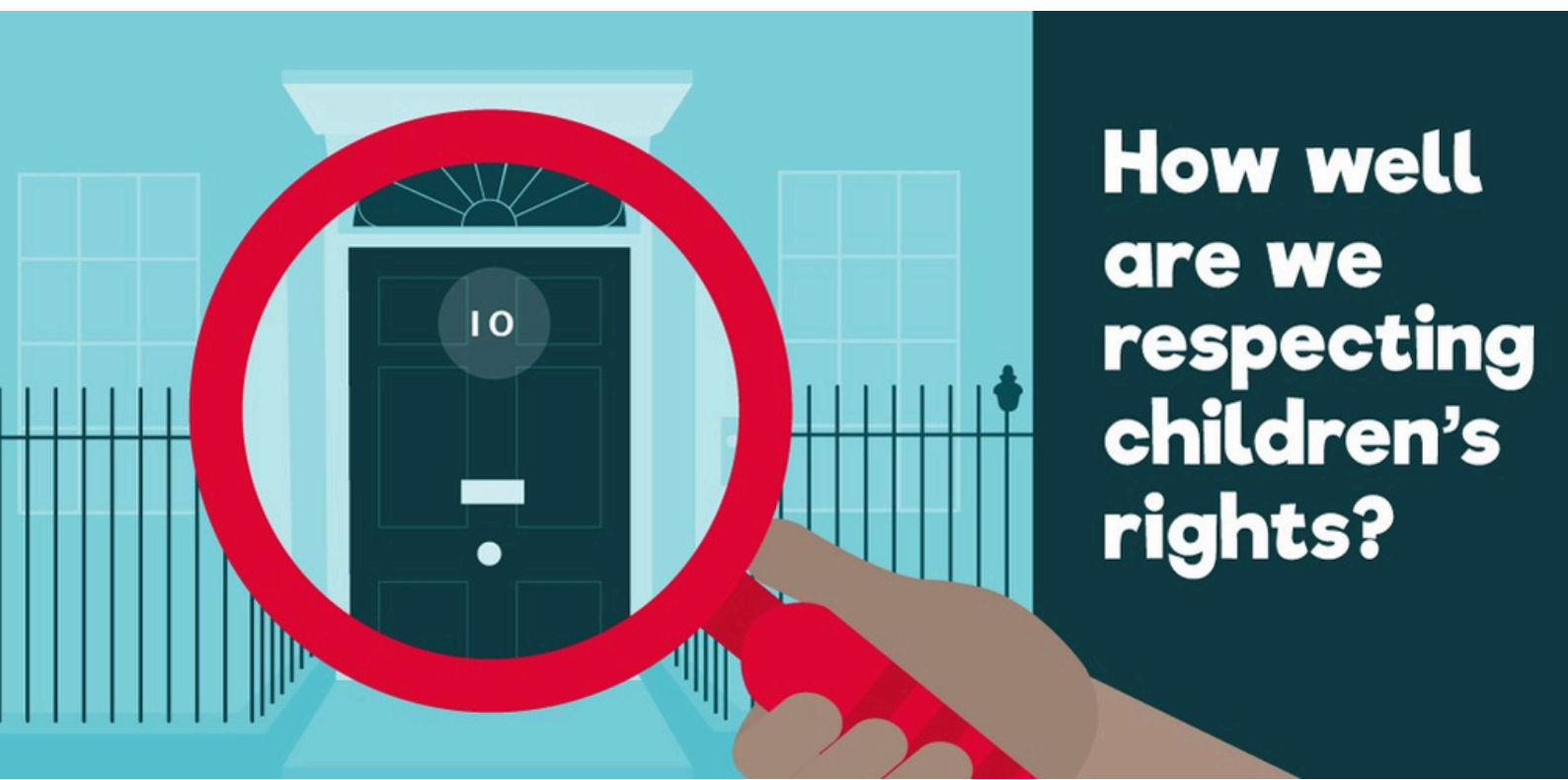
**Just for Kids Law hosts the The Children's Rights Alliance for England (CRAE). CRAE works with over 100 members to promote children's rights and monitor government implementation of the UN Convention on the Rights of the Child.**

CRAE was set up in 1991 when the UK Government ratified the UN Convention on the Rights of the Child (CRC), and merged into JfKL in 2015.

CRAE fight for children's rights by listening to what they say, carrying out research to understand what children are going through and using the law to challenge those who violate children's rights. They campaign for the people in power to change things for children. And they empower children and those who care about children to push for the changes that they want to see.

CRAE has developed a reputation for speaking out on children's rights in a way that has cut through and gains traction with decision-makers. They work closely with equivalent children's rights organisations in other parts of the UK and are part of a global movement of children's rights alliances monitoring implementation of the CRC across the world.

Through hosting CRAE, JfKL are afforded a wide range of partnerships, contacts, and policy levers as well as expertise in using human rights mechanisms as a tool for change.



**How well  
are we  
respecting  
children's  
rights?**

# Milestones

- 2006** JfKL was co-founded by criminal lawyers Aika Stephenson and Shauneen Lambe.
- 2008** JfKL employs its first youth advocate to support young people, developing a unique holistic model of youth advocacy.
- 2013** The Still a Child at Seventeen campaign changes the law, ensuring that 17-year-olds have the right to an appropriate adult at police stations.
- 2014** The Let us Learn campaign is created to work with students with unstable migration status to campaign for their equal access to higher education.
- 2015** CRAE becomes part of JfKL to enhance our research, policy and lobbying work.
- 2016** The case R v Jogee, in which JfKL intervened, resets the law on Joint Enterprise.
- 2017** JfKL moves to a new office and starts offering independent legal services, becoming the first UK charity to be awarded with a criminal legal aid contract.

We convince the National Police Chief's Council to include a clear reference to children's rights, and the need for children to be treated as children first and foremost, in its policing of children strategy.

- 2018** JfKL is awarded Organisation of the Year at the Howard League for Penal Reform Community Awards.

Following our advocacy, for the first time the UK Government publishes online training for civil servants on children's rights and a template for carrying out child rights impact assessments.

- 2020** Following a legal challenge by JfKL, children were removed from the Covid-19 regulations concerning custody time limits. Without our intervention, children could have spent an extra two months on remand because of delays in the courts.
- 2022** JfKL and CRAE become core participants for Module 2 of the UK Covid 19 Inquiry.
- 2023** JfKL transfers its advocacy service and work on school exclusions and homelessness to Coram and announces its new strategic focus on trauma informed, anti-racist, innovative legal representation to children and young people in contact with the criminal justice system and using the evidence from this case work to fight for systematic change, including tackling racial disproportionality.

93% of the recommendations CRAE submitted in its Civil Society Alternative Report were either fully or partially included in the UN Committee on the Rights of the Child's report on how well the UK is respecting children's rights.

# Role description

**Role title:** Director of Development and Co-Lead

**Salary:** £54,837 - £60,321

**Contract:** Permanent

**Hours:** Full-time, 4dpw part-time considered

**Location:** Hybrid, 2-3 days per week in Angel office

**Reporting to:** Trustees /Treasurer  
Click [here](#) for an overview of JfKL trustees.

After a period of change and a refocus of the organisation in 2023, we have developed a new strategic plan setting out our goals and priorities for the next three years. To underpin these, we have invested in this new role that will strengthen our organisational leadership and fundraising capability by:

**Developing and implementing a fundraising strategy** focused initially on maximising trust and foundation support and subsequently on building a high-net-worth individual fundraising programme. In the long term, there is potential to increase regular giving and develop corporate partnerships.

**Leading on creating a communication strategy** to support fundraising objectives and, working with the Co-Leads, build on the organisation's existing high profile.

**Developing and overseeing finance, operations and business plans**, including financial management information and analysis for the Treasurer and Board of Trustees.



# Responsibilities

## Senior Management

- Work with the other two Co-Leads to:
  - Contribute to the development and implementation of JfKL's strategy, vision and mission.
  - Ensure consistent external communication of the organisation's work.
  - Ensure all staff are properly appraised, supported and trained, including addressing performance standards.
- Lead the Finance team of two people, ensuring high standards of performance are achieved
- Model JfKL's values and principles in your leadership role.
- Promote Equality and Diversity principles in all aspects of work, and work with the other two Co-Leads to review and implement JFKL's EDI action plan.

## Fundraising

### Stability:

- Work with the Board of Trustees and other Co-Leads to identify and secure income in line with Just for Kids Law three-year strategic plan.
- Develop with the Board of Trustees and other Co-Leads the appropriate staffing structure to achieve the organisation's aims.
- Develop with the other Co-Leads efficiencies and maximisation of income.

### Strategy and planning:

- Develop and implement the fundraising strategy.
- Work with the fundraising consultant to research and identify fundraising opportunities, updating the fundraising pipeline and the fundraising workplan.
- Oversee effective fundraising systems and processes across the organisation.
- Work closely and collaboratively with the other two-Co-Leads to develop the outputs, outcomes, budgets and case studies required to secure income.
- Work in line with the Just for Kids Law's three-year strategy.

### Trusts and Foundations:

- Maximise the potential of this income stream, building and providing exemplary stewardship to major new relationships, along with unrestricted funding from smaller trusts.
- Develop and submit high-quality, multi-year funding applications for five and six figures.
- Translate our work into compelling approaches that are tailored to meet funders' criteria.

*Continued overleaf*

# Fundraising ctd.

## High-net-worth-individuals:

- Work with Co-Leads and the fundraising consultant to identify projects and themes of work to shape into costed HNWI case(s) for support.
- Review previous HNWI support, map current donor and organisational networks, and identify cold prospects.
- Build a prospect pipeline and donor engagement plan.
- Engage prospects, develop relationships, and either make or facilitate asks, working with internal stakeholders as needed.

## Relationship building and stewardship:

- Develop and maximise relationships with key funders.
- Work with the other Co-Leads to provide excellent stewardship to existing and new funders through high-quality reports, presentations, meetings, project visits and events, and other key communications.
- Oversee donor reporting, ensuring a high standard is maintained.

## Administration:

- Oversee effective administrative procedures to support and monitor fundraising.
- Ensure all fundraising decisions and activity complies with the current regulations including the Fundraising Regulator, ICO and GDPR.

# Finance and operations

## Finance, planning, operational and performance management:

- Collaborate with the other Co-Leads to lead annual planning and budgeting process, drafting an initial budget.
- Manage the finance and operations team to ensure:
  - Timely, accessible financial management information and analysis is provided to the other two Co-Leads, treasurer, the board's finance and risk sub-committee and other trustees, developing the reporting as required.
  - The preparation of a full set of reconciled monthly management accounts.
  - The preparation of end-of-year accounts, in line with SORP (Statement of Regulated Practice) guidance, for JfKL's auditors.
  - Timely submission of audited accounts to Companies House, Charity Commission and OSCR (Office of the Scottish Charity Regulator).
  - Oversight and scrutiny of financial systems and management across all budgets.
  - Compliance with statutory and audit requirements.
  - Adherence to and evolution of finance policies and procedures.
  - Identification and implementation of ongoing efficiencies in JfKL's cost base.
  - All income generation is effectively integrated with finance systems and processes.

*Continued overleaf*



# Finance and operations ctd.

## Communications

- Coordinate communications to ensure website and social media channels are updated frequently, focusing on all aspects of the organisation's work.
- Work with the Co-leads on improving external PR.

## Risk, insurance, pension

- Ensure compliance with all statutory, regulatory and other legal responsibilities
- In partnership with the other two Co-leads:
  - Implement and monitor effective risk management processes.
  - Oversee insurance requirements across the organisation.
  - Manage JfKL's pension schemes and obligations.

## Safeguarding

Work with the other two Co-Leads to make sure that our child protection and the safeguarding, of young people and vulnerable adults policies are robust and our responsibilities are met.

## Person specification

- Ability to contribute to organisational strategy development
- Experience of creating and delivering successful relationship fundraising strategies and programmes
- A track record of personally securing five- and six-figure income from trusts and HNWIs
- Prospect research skills and demonstrable experience of building a strong prospect pipeline
- Financial management and devising budgeted cases for support
- Success in working with boards of trustees
- Someone highly collaborative who thrives in a small team environment

## Case study

### Josh

Josh (not his real name) was arrested for an offence at a music festival and sentenced to 3 years in prison. Another young person from the same school and of the same age was arrested for a similar crime but received only a suspended sentence.

Josh's original solicitors appealed the sentence, but when their appeal was refused legal aid, they decided not to proceed.

JfKL's youth justice lawyers took on the case pro bono and submitted a renewed grounds for appeal. We argued that Josh's sentence was disproportionate and that the comparative severity of the sentence represented racial discrimination.

We were successful in having Josh's sentence reduced by 8 months, and Josh is now studying for a university degree.

Without independent funding and donors, we wouldn't have been able to take on this case, and Josh might still be in prison.

*Find out more about the legal support we provide [here](#).*



# Employee benefits

## Employee benefits include:

- 27 days annual leave excluding bank holidays plus an additional three days office closure between Christmas and New Year
- Up to 5 days leave, or pro rota equivalent, can be carried over, to be used in first 3 months of the New Year
- 4% employer pension contribution, with matched employee contribution rising to 5% following successful completion of 6 months' probation period
- Enhanced parental leave and pay, including 3 months maternity/adoption leave at full pay
- Enhanced sick pay, including 8 weeks full pay and 8 weeks half pay following successful completion of 6 months' probation period
- Bike to work scheme
- Season ticket loan scheme



# Trustees



**Shauneen Lambe**  
Chair, Honorary Founder  
and Senior Legal  
Consultant

Shauneen is a barrister, former joint CEO of JfKL (2005-2018) and co-founder of Impact - Law for Social Justice, a consultancy that supports those considering using the law for social change.



**Hemini Patel**  
Trustee

Hemini is a Solicitor specialising in Criminal Defence Law. She leads a team of lawyers and personally ensures any child that is arrested can call her any time 24/7, 365 days a year and has access to legal advice.



**Young Trustee**

JfKL also has a young trustee who is an ex-client of the organisation.



**Claire Hubberstey**  
Trustee

Claire is CEO of the criminal justice charity One Small Thing and former Chief Executive at Safer London, a charity supporting young people affected by violence and crime.



**Professor Emerita  
Geraldine Van Bueren KC**  
Trustee

Geraldine is one of the original drafters of the UN Convention on the Rights of the Child and a member of Doughty Street Chambers. She has been interviewed about her work on children's rights by Angelina Jolie in Time magazine and was profiled in The Guardian.



**Janet Latinwo**  
Trustee

Janet is a Chief Lawyer currently working in the public sector in the area of child protection, litigation and local governance. She has taken an active role in community organisations and charities for over 20 years



**Max Alexander**  
Trustee

Max Alexander is a producer and former CEO of Secret Cinema and managing director of Andrew Lloyd Webber's theatre empire, Really Useful Group. Max has worked in tech, media and entertainment.



**Brenda Campbell KC**  
Trustee

Brenda is a leading King's Counsel and is regularly instructed to defend children in the most serious of criminal allegations including murder and terrorism, in addition, she is a highly respected Inquest and Public Inquiry Barrister. Brenda has also worked extensively in the field of human rights, both nationally and internationally, with a focus on women's rights, children's rights and the rule of law.



# Apply

Just For Kids Law are partnering with **Ed Cherry** at **QuarterFive Fundraising Recruitment** for this appointment. For a confidential discussion of this role and to make an application, please contact Ed via:

✉ [ed@quarterfive.co.uk](mailto:ed@quarterfive.co.uk)

☎ [07784 611811](tel:07784611811)

The deadline for applications is **Thursday 11th July 2024**.

## Accessibility

If you require access to this document in alternate formats, or any other adjustments, please contact [ed@quarterfive.co.uk](mailto:ed@quarterfive.co.uk).

## Equality, Diversity and Inclusion

QuarterFive and our clients know fundraising could better reflect the diverse backgrounds and experiences of the people the charity sector supports. We encourage individuals with relevant skills and experience to apply for roles regardless of age, disability, gender, sexual orientation, pregnancy and maternity, race, religion or belief. If you think you meet some of the criteria for a role and would like to discuss how your other experience might transfer, please ask us for a chat. We're here to support you. Appointments will be made on merit alone and we will gladly make reasonable adjustments to always ensure a fair process.

QuarterFive's Equality, Diversity and Inclusion Policy can be found [here](#).



“ I can't imagine a more valuable or committed organisation to turn to if I were a disaffected teenager or indeed the parent of a troubled child.

**Martha Lane Fox**  
**Patron**

*Martha co-founded the travel website lastminute.com and is now the UK's Digital Champion as well as a Non-Executive Director at Marks & Spencer. Martha became an early supporter of JfKL and continues to raise our profile and support our fundraising efforts.*



**This job pack has been created by QuarterFive, in collaboration with Just For Kids Law.**

QuarterFive Fundraising Recruitment is a specialist agency for charities and fundraisers. We provide clients with access to the best fundraising talent in the sector, and offer candidates expert support in securing their next fundraising role.