

## JOB DESCRIPTION

<b>Job Title</b>	Criminal Justice Policy and Programme Manager
<b>Department</b>	The Bell Foundation
<b>Reports To</b>	Director
<b>Role</b>	This is a key role, leading The Bell Foundation's work developing and implementing its Criminal Justice Programme. You will be responsible for leading the programme to ensure maximum impact, managing research and partnerships and influencing public policy.
<b>Salary Scale</b>	£37,565 - £40,695
<b>Main Responsibilities</b>	<p><b>Programme</b></p> <ul style="list-style-type: none"> <li>• Lead and manage the Foundation's Criminal Justice Programme aligning objectives with delivery, setting targets and ensuring quality and quarterly reporting and that programme learning impact is measured and in line with agreed strategy and KPIs</li> <li>• Develop, refine and implement the Criminal Justice Programme strategy working with the SMT</li> <li>• Lead proactive engagement with external stakeholders and strategic partnerships</li> <li>• Manage external consultants commissioned to work on the programme</li> <li>• Maintain full proactive oversight and implementation of the Criminal Justice Programme budget in liaison with the Chief Finance Officer and Director</li> <li>• Develop and manage relationships with other funders and key sector stakeholders</li> <li>• To lead criminal justice grassroots outreach work including gathering intelligence on new applications, organising project visits and, where necessary, developing innovative applications to fulfil gaps in the programme</li> </ul> <p><b>Policy, Research and Influencing</b></p> <ul style="list-style-type: none"> <li>• Working collaboratively with internal and external stakeholders, develop and deliver an advocacy strategy at relevant levels of Government and sector stakeholders for the Criminal Justice Programme</li> <li>• Lead on horizon scanning, monitoring, responding to and influencing national policies across Government departments and other sector bodies by developing and implementing responses</li> <li>• Proactively synthesize and communicate learning from the Criminal Justice Programme in order to influence policy and research agendas</li> <li>• Develop and maintain external partnerships with key criminal justice stakeholders, including voluntary and statutory bodies, civil servants and Government bodies, think tanks, academic</li> </ul>

institutions and networks to strengthen policy and influencing activity and represent the Foundation externally

- Commission and manage research partnerships to deliver the programme

#### **Communications**

- Working with the Communications Manager, develop and implement a communications strategy for the programme
- Compile material about the Foundation's work for publication
- Act as a point of contact for enquiries about the Foundation's Criminal Justice Programme ensuring that enquiries are answered accurately and promptly

#### **Evaluation**

- To assess and manage the portfolio of Criminal Justice grants and projects, including ensuring maximum learning from each project is gathered and disseminated to improve practice and policy
- Working with the external evaluator, oversee the implementation of robust evaluation processes and impact measurement
- Coordinate evaluation of the programme with the external evaluator including embedding evaluation frameworks into the programme and with partners
- Coordinate lesson learning from monitoring and evaluation and support sharing of best practice and policy insights
- Ensure regular reflection with partners and the team to continuously improve delivery, thinking critically about programme design and ways of working

#### **Partnerships and Grant Management**

- Ensure timely and effective reporting on grants and review of partnerships
- Working with the Programme Coordinator, develop and implement detailed project plans and programme management systems whilst maintaining flexibility and ability to respond
- Following agreed policies and frameworks, oversee relevant contracting processes or grant agreements including developing an understanding of different contracting options
- Maintain full and accurate records and audit trails of correspondence, contracts and grant reporting, working with the Chief Finance Officer to ensure accurate records showing grants made, due and committed
- To prepare papers for the Trust Board and Programme Committee as required
- Maintain and develop Salesforce for grant making
- Oversee risk and due diligence assessments for potential grantees
- Build the Foundation's resources, contacts and expertise, maintaining accessible, accurate and useful internal resources

	<p><b>Compliance</b></p> <ul style="list-style-type: none"> <li>• Maintain the Foundation’s systems to ensure compliance with all current charity, data protection, equalities and other laws and regulations</li> <li>• Maintain the Foundation’s contact database and mailing lists in coordination with the Programme Coordinator</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To adhere to all statutory regulations and to Bell Foundation policies and procedures</li> <li>• Protect at all times the confidentiality of information handled within the remit of the post</li> <li>• Promote and safeguard the welfare of children and young persons you are responsible for and come into contact with</li> <li>• To work irregular hours and travel within the UK if required</li> <li>• Undertake other duties commensurate with the post, which The Bell Foundation deems appropriate</li> </ul>
<b>Compiled by</b>	Diana Sutton
<b>Date</b>	September 2020

*This job description is not to be regarded as exclusive or exhaustive and does not form part of your contract terms. It is an outline of the post holder’s areas of activity and responsibility and, like all such documents, will be amended from time to time, in the light of the changing needs of The Bell Foundation.*

## PERSON SPECIFICATION

<b>Job Title</b>	Criminal Justice Policy and Programme Manager
<b>Department</b>	The Bell Foundation
	<b>ESSENTIAL</b>
<b>Education Level</b>	<ul style="list-style-type: none"> <li>• Degree Level qualified</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Significant experience working in a comparable role in either the charity sector, or in criminal justice or in education</li> <li>• A good level of knowledge of the criminal justice system, both practice and policy (Criminal Justice role only)</li> <li>• Experience of commissioning research and managing academic partnerships</li> <li>• Experience of leading and managing multidisciplinary programmes</li> <li>• Experience of influencing Government and public policy in the Foundation's areas of interest or in a related area</li> <li>• Experience of delivering programmes to a timetable and budget</li> <li>• Experience of developing, planning and ensuring quality within a programme</li> <li>• Experience of developing budgets and budget management, grant monitoring and reporting</li> <li>• Demonstrable experience in developing and maintaining collaborations with a wide range of partners</li> <li>• Experience and knowledge of measuring, evaluating and reporting impact</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of the broad aims of current education and language policy, as they relate to the mission of The Bell Foundation</li> <li>• Knowledge of Criminal Justice policy and system (Criminal Justice Programme Manager only)</li> </ul>
<b>Personal Skills/Qualities</b>	<ul style="list-style-type: none"> <li>• Self-motivated, with drive and commitment</li> <li>• Excellent interpersonal skills and the ability to interact effectively at all levels with partners and senior stakeholders including brokering new partnerships</li> <li>• Ability to develop policy positions and articulate these convincingly to decision makers and stakeholders</li> <li>• Ability to drive the development and delivery of the programme and able to think laterally and creatively about opportunities</li> <li>• Outstanding written communication skills including the ability to write for different internal and external audiences</li> <li>• Ability to process large amounts of detailed information and present them in a succinct and persuasive manner</li> <li>• Ability to maintain political impartiality and be discreet</li> </ul>

	<ul style="list-style-type: none"> <li>• Outstanding communicator with the ability to communicate both verbally and listen effectively at all levels, internally and externally</li> <li>• Strong organisational skills that demonstrate the ability to organise and manage a workload to deadlines</li> <li>• Well-developed ICT skills, including word-processing, Excel, Salesforce and database applications and projects</li> <li>• A team player, able to work both on own initiative and in a collegiate manner</li> <li>• Commitment to the Foundation's vision and mission</li> </ul>
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Occasional out of hours working may be required including occasional overnight stays</li> </ul>
<b>Compiled by</b>	Diana Sutton
<b>Date updated</b>	January 2020

The Bell Foundation offers the following benefits:

- 25 days' annual leave per year plus 8 public holidays
- Pension Scheme –5% employee/employer matching contributions. Employees can also choose to make their pension contributions via salary sacrifice.
- Options to Buy /Sell Annual Leave
- BUPA Dental Plan
- Free Eye Tests
- Life Assurance Scheme
- Tech Scheme
- Cycle to Work Scheme
- Health Assured Employee Assistance Plan
- Access to gym membership at Frank Lee Leisure and Fitness (Cambridge)
- Free car parking on-site (Cambridge)
- Subsidised canteen on-site (Cambridge)