



Message from the Board

October 2018

Thank you for your interest in the role of Director of the Standing Committee for Youth Justice (SCYJ).

SCYJ is a membership alliance of voluntary sector organisations from across the youth justice field, together advocating for a more effective system for children in conflict with the law.

This is an exciting opportunity to become SCYJ's first Director. You will be responsible for the leadership, management and development of SCYJ, as well as acting as our ambassador to government, Whitehall, parliament, the media and other stakeholders.

This recruitment pack contains:

- Background information on SCYJ;
- Outline of key terms and conditions;
- Role Description; and
- Person specification.

To apply, please do so at Charity Job [here](#).

The closing date for applications is midnight on Sunday 21st October 2018. Interviews will be held on Friday 9th November.

If you have a disability and would like us to make reasonable adjustments should you be invited to interview, please advise us with your application.

We very much look forward to receiving your application.

Yours sincerely,

The SCYJ Board

Ali Wigzell (Chair)
Gess Aird
Steve Case
Joanne Cecil
Tony Book

Penelope Gibbs (Deputy Chair)
John Drew
Diana Hart
Lesley Tregear

SCYJ Director Recruitment Pack

About SCYJ

Having been founded over 20 years ago, SCYJ has grown into an alliance of over 50 voluntary sector (not-for-profit) organisations, as well as a small number of individuals with expertise in the youth justice field. Through working together, we aim to achieve a child-focused, rights-based system for children in conflict with the law, which serves the best interests of the children themselves and wider society.

Five years ago, we recruited our first member of staff. Since then, our membership has more than doubled and our Board has expanded from three to nine. In parallel, our influence on youth justice policy has steadily increased, with SCYJ engaged in a busy programme of planned and reactive work, involving regular meetings with government, appearances in front of select committees, and detailed policy development. We have also recently applied for charitable status; being a not-for-profit company to date. Now that we have secured core funding for the next five years, we are looking to appoint our first Director to build on this progress.

SCYJ are an inclusive, equal opportunities employer, committed to diversity.

How we advocate for change:

- Regular meetings with government, including ministers and senior officials;
- Responses to government, parliamentary and other national inquiries and consultations;
- Engaging with the media, via twitter, news comment pieces and interviews;
- Briefing MPs, Peers, officials and others on legislation and policy;
- Building coalitions with SCYJ members and other interest groups;
- Bringing together policy makers, practitioners and academics in national events;
- Compiling research evidence and public data to make the case for reform;
- Commissioning youth justice research to inform debate.

How we support members:

- Bi-monthly members' meetings, including high profile guest speakers, an information sharing forum, and the chance to network;
- A weekly newsletter with the latest youth justice and members' news, policy, and parliamentary activity, which is the only publication of its kind in England and Wales; and
- Representing members' views in SCYJ publications, submissions and priorities, ensuring their voices are heard at a national level.

Our current priority areas of work are:

- Court reform
- Custody
- Childhood criminal records reform

Further information about our work can be found on our website: www.scyj.org.uk

SCYJ Director Recruitment Pack

Key terms and conditions

Salary up to £40,000 pro rata, depending on skills and experience.

Location The role can be based at the SCYJ Office in Central London (Peckham) or on a virtual working basis, though with regular attendance required at meetings in London.

Contract The post has been funded for four years (until Dec 2022). Thus continuation of the post after this date is dependent on securing further funding.

Normal hours The position is offered at 3 or 4 days per week (i.e. 21 or 28 hours a week), depending on the successful applicant's preference. Hours may be worked flexibly during the working day, within reason.

Annual Leave 25 days, plus bank holidays.

Pension We make a 3% employer contribution in addition to any employee contribution.

Probationary period Six months.

Sick Pay We offer statutory sick pay, with additional support provided at the Board's discretion.

Maternity Leave We offer statutory maternity leave, with additional support provided at the Board's discretion.

Notice During the probationary period you will be entitled to receive, and are required to give, at least two weeks' notice of termination. After successful completion of the probationary period you are entitled to receive, and are required to give, two months' notice of termination.

Other This is a small staff team, likely to be limited to the Director role only. However there is a possibility of appointing a part-time London living wage intern, dependent on fundraising.

SCYJ Director Recruitment Pack

Role Description

We are seeking to appoint our first Director who has energy, passion and commitment to SCYJ's work. With a track record of strategic leadership and influencing in the field, you will be ambitious and keen to strengthen our role in the youth justice arena as the foremost voice for reform. Possessing expertise in policy change and organisational growth, you will expand our membership, increase our income and deepen our influence in government, parliament and beyond. You will have excellent written and verbal communication skills.

The Director is responsible for the day-to-day leadership, management and development of SCYJ. In collaboration with the Board and reporting to the Chair s/he is responsible for the strategic leadership of the organisation's work. S/he also has an external role, representing SCYJ to government, Whitehall, parliamentarians, the media and other stakeholders.

Main tasks and responsibilities:

- Providing clear leadership, direction and vision to SCYJ.
- Ensuring the organisation is fully accountable to the Board of Trustees for the overall strategic management, leadership and development of SCYJ, and achievement of the organisation's strategic objectives.
- Cultivating good relationships with member organisations, as well as expanding the membership base.
- Building and maintaining strong and effective working relationships with ministers, officials, politicians, youth justice organisations, experts and service users;
- Sustaining/solidifying SCYJ as a credible voice in the public policy domain and, in liaison with members, ensuring the development of constructive policy positions by the organisation.
- Representing SCYJ with credibility and effectiveness on public platforms, such as before Select Committees, and acting as a media spokesperson where appropriate;
- Securing and developing funding opportunities to ensure SCYJ has the resources required to fulfil its mission and vision in the short, medium and long-term.
- Ensuring that the organisation is well administered and meets its governance, legal and regulatory responsibilities, in line with SCYJ's governance code.
- Ensuring that annual budgets are prepared and reported as required to the Board and that papers are prepared in a clear and timely way for quarterly Board meetings.
- Organising bi-monthly members' meetings, including securing high profile speakers and ensuring timely circulation of papers.
- Preparing the weekly and monthly youth justice news bulletin.
- Developing evidence-informed policy documents, including inquiry submissions, research reports and parliamentary briefings.
- Managing any staff, ensuring their work is consistent with SCYJ's operational values and strategy.
- Supporting the Chair, Deputy Chair and Trustees in maintaining high standards of governance, founded on good working relations.

Other

- Undertake any other reasonable duties as may be required

SCYJ Director Recruitment Pack

Person specification

Essential

- Knowledge of government and parliamentary structures and procedures, and experience of implementing programmes of work to influence future policy and practice.
- Ability to build and maintain effective relationships with a wide range of stakeholders, from children with youth justice-experience to parliamentarians.
- Experience of managing a budget.
- Understanding or experience of the youth justice system of England and Wales.

We would be interested in receiving applications from candidates who have some of the following desirable attributes:

- Proven track record in the field of national policy advocacy.
- Experience of working with a membership programme.
- Experience of effective engagement with media/social media.
- Experience of fundraising, including from trusts and foundations.
- Sound knowledge of charity sector governance and financial management, including budgetary processes.
- Degree (or equivalent) in a relevant field.
- Experience of working with the academic research community and/or translating research evidence into policy work.
- Ability to work flexibly within a small team.
- Commitment to diversity and the aims of SCYJ.