

## Trustee of the Centre for Crime and Justice Studies

Thank you for your interest in becoming a Trustee of the Centre for Crime and Justice Studies.

The Centre for Crime and Justice Studies is an independent educational charity that advances public understanding of crime and criminal justice. Through partnership and coalition-building, advocacy and research, we work to inspire social justice solutions to the problems society faces, so that many responses that criminalise and punish are no longer required.

Our work is currently organised around two main programmes:

- **UK Justice Policy Review** A programme of activities, including reports and events, which the Centre has been running since 2010. Under this programme, the Centre assesses year-on-year criminal justice developments across the UK.
- **Our Strategic Programme** A new initiative starting in July 2018 focusing on the issues associated with, and potential solutions to, unnecessary criminalisation.

Alongside these two programmes we also undertake shorter-term pieces of work, mostly funded through grant income. The main ones currently are:

- **Community Plan for Holloway** We are working with residents around the closed Holloway prison in north London to develop a positive vision for the future of the site.
- **Violence: prevention, public health and social justice** In partnership with the trade union, Unison, we are developing a framework for determining how violence reduction for everyone can be effectively achieved.
- **Young Adults and Street Enforcement** Building on work we completed last year, we are carrying out a series of activities to further explore how antisocial behaviour measures are being used to sanction young adults, particularly in areas where use of the measures is high.

### Our Trustee body

The Centre currently has seven Trustees, with a maximum of ten allowed for by our governing document. We are therefore looking for up to three Trustees to join the existing body.

#### Recruitment of new Trustees

We would be particularly interested in recruiting Trustees with knowledge and expertise in the following areas:

- Human resources
- Fundraising and/or grant-giving trusts
- Marketing and PR
- Experience of criminal justice as a criminalised and/or convicted person, or family member or close friend

The selection process for the role of Trustee will be by application and interview. The successful candidates will be invited to attend a Trustees meeting as an observer prior to being asked to make a formal commitment to becoming a Trustee.

### **Requirements and expectations of role**

The Charity Commission has identified the following six duties of Trustees:

1. Ensure your charity is carrying out its purpose for the public benefit
2. Comply with your charity's governing document and the law
3. Act in your charity's best interest
4. Ensure your charity is accountable
5. Manage your charity's resources responsibly
6. Act with reasonable care and skill

The main requirements of the role of Trustee at the Centre are as follows:

Time commitment:	Four board meetings a year at the Centre's offices in Vauxhall, London. In addition, participation in an annual away day and in working groups, committees and events as appropriate.
Remuneration	The role of Trustee is unpaid. Reasonable travel expenses may be claimed.
Reporting to	Chair of Trustees

The main expectations of the role of Trustee at the Centre are as follows:

1. The Duty of Trustee body as a whole
  - i. Act in the best interests of the Centre, exercising the same duty of care that a prudent person of business would exercise in looking after the affairs of someone for whom he/she had responsibility
  - ii. Act as a group, not as individuals
2. The duties of each individual Trustee
  - i. Ensure that the Centre complies with its Memorandum and Articles of Association, and with charity law and company law, and any relevant primary or subordinate legislation
  - ii. Ensure that the Centre pursues its objects as set out in its Memorandum of Association
  - iii. Ensure that the Centre applies its resources exclusively in pursuance of its objects
  - iv. Contribute actively to Council's role in giving clear strategic direction to the Centre, setting overall policy, defining goals and setting targets, and evaluating performance against agreed targets
  - v. Safeguard the good name and values of the Centre
  - vi. Ensure the Centre's financial stability
  - vii. Protect and manage the Centre's property and ensure the proper investment of its funds
  - viii. Appoint and support the Director and monitor his/her performance
  - ix. Use any specific skills, knowledge or experience they may have to help Council reach sound decisions.

### 3. The necessary qualities of a Trustee of the Centre

- i. A commitment to the Centre's aims and values
- ii. A willingness to devote the necessary time and efforts to his/her duties as a trustee
- iii. Integrity
- iv. Strategic vision
- v. Good, independent judgment
- vi. An ability to think creatively
- vii. A willingness to speak his/her mind
- viii. An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship, and of the directorship of a company
- ix. An ability to work effectively as a member of a team
- x. The expertise the Centre needs from one or more of its trustees

### How to apply

If you are interested in applying and would like an informal conversation before doing so, feel free to contact our offices on 020 7840 6110, or alternatively by email to [info@crimeandjustice.org.uk](mailto:info@crimeandjustice.org.uk). A conversation with either Charlotte Weinberg (the Chair of Trustees), or Richard Garside (the Director of the charity) can be arranged.

The selection process for the role of Trustee will be by application and meeting with the Chair of Trustees and Director. The successful candidates will be invited to a short induction course with relevant staff and Board members where appropriate.

To apply, please send an up-to-date CV and a short (no more than 2 sides of A4) letter to Richard Garside, Director, Centre for Crime and Justice Studies, London, SW8 1GB or send your application to [director@crimeandjustice.org.uk](mailto:director@crimeandjustice.org.uk)

### Timetable for recruitment

Closing date: 10 May, 2019 at 5pm

Meeting with Chair and Director: 30 May 2019

Board meeting attendance for new Trustees: 2 September 2019

April 2019