



Application pack – Chief executive

May 2017

About the Restorative Justice Council

The Restorative Justice Council (RJC) is the leading restorative practice organisation in England and Wales.

As the independent third sector membership body for the field of restorative practice, our role is to promote awareness and understanding of restorative practice, ensure quality in its delivery, and support our members to collaborate and develop their practice. We set and champion clear standards for restorative practice and provide accreditation and quality assurance. We also act as a national voice advocating the widespread use of all forms of restorative practice.

The ultimate aim of the RJC is to drive take-up and to enable safe, high quality restorative practice to develop and thrive. Our vision is of a society where high quality restorative practice is available to all.

Job details

Post:	Chief executive
Job purpose:	To lead and manage the work of the Restorative Justice Council, in order to ensure the organisation achieves its strategic objectives
Reports to:	Chair
Salary:	c.£50,000 per annum plus 7% pension contribution
Hours:	Full time (37.5 hours per week)
Location:	London

About the post

The RJC is seeking a dynamic leader who can take forward the organisation's important work. The person we are seeking will have significant management experience, the ability to grow and diversify the RJC's funding base, and a strong commitment to making a difference.

The chief executive is responsible for leading the work of the RJC. This includes providing inspirational leadership to the RJC's staff team, building productive relationships with key stakeholders, including funders, and representing the organisation in a range of settings.

In support of the organisation's aims and vision, the post-holder will ensure the ongoing delivery of our current ambitious work programme while exploring new opportunities for development.

Job description

The core responsibilities of this post are to:

- Work with the board to set the organisation's strategic direction and develop future business models that ensure its delivery.
- Manage the work of the organisation, including setting the annual workplan and measuring and reporting to the board and funders on progress made on that workplan.
- Provide oversight of the RJC's standards, quality assurance and accreditation work, including supporting colleagues to ensure its delivery to a high standard.
- Lead the RJC's communications, marketing, stakeholder engagement and policy work.
- Build and sustain partnerships with other organisations in the restorative practice field and other relevant sectors.
- Build strong and productive relationships with the RJC's stakeholders – including from national, regional and local government – positioning the RJC as the leading organisation on restorative practice.

- Grow and sustain the RJC's membership.
- Represent the RJC publicly and promote the work of the RJC in a range of forums, including in meetings, at conferences and other events, and in the media.
- Lead and oversee major projects, ensuring quality in delivery.
- Identify and capitalise on opportunities to further develop the work of the RJC and attract further funding as appropriate.
- Lead the RJC's fundraising and income generation work, including developing funding bids and identifying new sources of income.
- Prepare and manage the charity's annual budget and report regularly to the board on expenditure and income.
- Manage the staff team effectively, ensuring that all staff are able to contribute fully to the work of the RJC.
- Work with the chair and the board to ensure that sound governance arrangements are in place to ensure compliance with the RJC's articles of association and relevant law and regulations.
- Support trustees in fulfilling their duties and responsibilities.
- Carry out any other duties, as required by the post.

Person specification

Essential

- Strong management and leadership skills and substantial previous experience in a relevant senior role, including experience of managing staff.
- The ability to develop new projects and to identify and successfully pursue opportunities for new sources of income from a range of sources.
- The ability to establish personal credibility with a range of stakeholders and a track record of developing strong and effective stakeholder relationships.
- The ability to develop RJC policy positions and manage the RJC's interventions into policy development and parliamentary activity.
- Excellent oral and written communications skills, including the ability to write clearly and compellingly for a range of audiences and to act as a spokesperson for the RJC.
- Experience of financial planning and developing and managing budgets.
- Experience of working in the restorative practice field, or a related area of policy or practice.
- A commitment to restorative practice and the work of the RJC.

Desirable

- Knowledge of quality standards, accreditation products and quality assurance processes.
- Experience of effectively marketing products and services to a specialist audience.
- Experience of working in a membership organisation.
- Understanding of charity governance.

How to apply

All applicants should complete the application form (available from www.restorativejustice.org.uk/chief-executive or from applications@restorativejustice.org.uk or 020 7831 5700) and submit it to applications@restorativejustice.org.uk (please put 'Chief executive application' in the subject line) or by post to: Chief executive applications, Restorative Justice Council, Canterbury Court, Unit CC3.14, 1-3 Brixton Road, Oval, London, SW9 6DE.

We would be grateful if you could also complete and return an equal opportunities monitoring form, available from www.restorativejustice.org.uk/chief-executive.

You are welcome to contact the RJC's chief executive, Jon Collins, on 020 7831 5700 or jon@restorativejustice.org.uk to discuss the position informally.

The closing date for receipt of applications is **5pm on Monday 19 June 2017**.

Please note that first interviews will take place on Wednesday 5 July 2017 and second interviews will take place on Thursday 13 July 2017. If you are not available on these dates please let us know when you submit your application.

Employment information

This section summarises basic information about employment terms and conditions. Full terms and conditions will be included in the contract of employment that will be offered to the successful applicant. This summary does not form part of a subsequent employment contract.

Location

The RJC's office, where this post will be based, is currently at Canterbury Court, 1-3 Brixton Road, Oval, London, SW9 6DE. The role involves occasional travel and overnight stays.

Hours of work

Full time hours are 37.5 hours per week, Monday to Friday. Core hours are 10am-4pm. Start time can be from 8am and end time can be up to 6.30pm. Some work outside of these hours may be necessary. Job share applicants are welcome to apply.

Period of employment

This is a permanent position.

Benefits

The salary for this post is c.£50,000 per annum. Salaries are paid monthly in arrears, at the end of the month.

The annual leave entitlement is 25 days, plus statutory holidays.

On completion of the probationary period, the RJC will make a pension contribution equivalent to 7% of gross salary.

Probationary period

There will be a probationary period of six months.