

Role Profile

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Job Title: Criminal Justice Services Director

Directorate: Criminal Justice Services

Reports to: Chief Executive Officer

Reportees: OUT Spoken Therapy Services Manager(s), We Are Listening Service Manager, ISVA Service Manager.

Role Purpose

To provide the organisation with clinical and strategic operational governance and accountability for all Criminal Justice Services, meeting the organisations charitable aims and objectives.

Main Duties and Responsibilities

- To govern and be accountable and responsible for all Criminal Justice Services at We Are Survivors.
- Support the Chief Executive Officer in contact with the Board of Trustees, providing individuals with the relevant information to undertake their legal responsibilities as a Trustee / Non-Exec Director.
- Maintain a high level of working knowledge and intel with regards to function specific policy at local and national levels.
- Support the development and implementation of the organisational culture.
- Support the development and implementation of all operational business plans across the organisation but focusing particularly on the Criminal Justice Directorate.
- Provide support and counsel to the Services Management team, whilst taking overall clinical governance responsibility for the Criminal Justice Directorate services workforce.
- Support the identification, design and development of grants, tenders and funding opportunities.
- Lead the development of grant returns and data reports for dissemination to commissioners and stakeholders.
- Provide 'spokesperson' duties for the organisation communications activities.
- Provide clinical assessment function and direct support to a small caseload to maintain practice.
- Hold responsibility as Mental Capacity Lead within the organisation.

Organisational Core Responsibilities

- Stringently uphold the organisation's values of transparency, integrity, understanding and responsiveness throughout your work and your representation of We Are Survivors.
- Honour a commitment to diversity, inclusion, and anti-oppressive practice and work positively and inclusively with everyone so that We Are Survivors provides a workplace that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender, or disabilities.
- Ensure 100% of the work you carry out is for the achievement of the mission "to break the silence of the sexual abuse, rape and sexual exploitation of boys & men and support them and their loved ones to engage in positive healing, free from the impact of abuse" and vision "a society where no male survivor is left behind".

- Maintain strict confidentiality boundaries as you have access to sensitive, restricted, and classified information; and ensure that you are fully compliant with all information governance policies set by the organisation and/or Information Commissioners Office.
- Respect individuals right to anonymity within and outside of the organisation.
- Fully comply with all professional external frameworks, charters or practice standards that We Are Survivors subscribes to, is a member of, or carries.
- Fully comply with the organisations standard operating procedures / quality assurance, guidelines, policies, and procedures, including all accurate recording of information and ensuring you do not act to compromise the organisational standards or any formal QA Accreditation.
- Remain aware at all times of your responsibilities for your own health and safety, for the Health and Safety of those directly responsible to you, your work colleagues and any others who may be affected by the operations under your responsibility or control.
- Ensure you comply with all requirements identified within infection control measures and risk management, both nationally and locally.
- To work flexibly in the interests of the organisation, which may include undertaking other duties provided that these are appropriate to your background, skills and abilities.

Person Specification

The following attributes are **Essential** for this role:

Registration:

- None

Qualifications:

- Mathematics or a numerate subject, e.g. computer science (A-Level/similar or above).
- English (GCSE/similar or above)

Knowledge and Experience:

- Experience of holding a Clinical Governance / Leadership role (or equivalent).
- Practical experience of coaching or mentoring.
- Knowledge and experience of working with Health & Safety guidelines, processes and legislation.
- Demonstrable experience and understanding of developing customer relationship management systems, membership systems and of using database information.
- Experience of delivering on an organisational strategy.
- Experience of providing 1:1 support or advocacy to adults and/or young people with vulnerabilities.
- Experience of processing data at a strict confidentiality level.

Skills:

- Ability to prioritise own work load.
- Ability to manage competing priorities to meet deadlines.
- Good numerical, written, verbal and interpersonal communication skills.
- Proficient in the use of Microsoft Office Suite, or equivalent, and electronic database system.
- Ability to design, produce and interpret data reports.

WE ARE SURVIVORS.

Values:

- Ability to hold and demonstrate in your conduct the adherence to the organisational values of *Transparency, Integrity, Understanding* and *Responsiveness*.
- A commitment to respecting diversity, inclusion and ant-oppressive practice.

The following attributes are **Desirable** for this role:

Registration:

- BACP, NCS, UKCP, BPS (or similar); or
- HCPC, RCN, GMC (or similar)

Qualifications:

- Diploma / Masters in Counselling / Psychotherapy (or equivalent); or
- Diploma / Masters in Social Work (or equivalent); or
- Degree / Masters in Psychology (or equivalent with relevant clinical/forensic practice); or
- Diploma / Masters in Mental Health Nursing, General Nursing (or equivalent with relevant clinical practice); or
- Certificate / Diploma in EMDR.
- PG Cert / Diploma in CBT.
- Project Management qualification.

Knowledge and Experience:

- Knowledge of Health & Safety legislation.
- Experience of working within the Criminal Justice System.
- Experience of working within a highly confidential setting, adhering to information governance.
- Understanding of issues relating to rape and sexual assault, particularly those relating to boys and men.
- Experience of working within the voluntary, community or social enterprise (VCSE) sector.

Skills:

- Public Speaking.
- Chairing.

Values:

- Non applicable.