



Highland
Community
Justice Partnership

Independent Chair Recruitment Pack

July 2024

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Thank you for showing an interest in applying to become the Chair of the Highland Community Justice Partnership. The continuation of this post marks a significant development for the Partnership and something that we are very excited about. Hopefully this information pack will help you to understand what the role is likely to require.

At any time during the recruitment process you would like to speak to someone then please contact the Community Justice Partnership Manager, Kevin Flett, or by appointment with our current Interim Chair Supt. Jenny Valentine.

Thank you again and good luck!

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The Role & Eligibility

Role Purpose

To ensure the effective governance and leadership of the Community Justice partnership and the delivery of its strategic plan and ambitions. As the Chair you will be responsible for representing the CJP within Highland and Nationally. As Chair you would also have responsibility for providing direction and support to the CJP Manager on behalf of the partnership.

Duties

- To ensure that the CJP complies with its terms of reference and operates within the Highland Community Planning Partnership (CPP) values and principles.
- To ensure that the CJP pursues its statutory responsibilities to the fullest of its ability and to raise challenges in doing so with the CPP Board as appropriate.
- To ensure appropriate participation and delivery across the partnership against the CJP plan and agreed actions.
- To ensure the CJP uses its resources exclusively in pursuance of its purpose, including monitoring financial spend and maximising new opportunities to secure additional funding for new initiatives.
- To contribute actively to the CJP's role in providing strong leadership to the members, ensuring that collectively we set overall policy, define goals and impact measurements as required under legislation.
- To represent the CJP at the CPP as required
- Scrutinising CJP papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives

Financial reimbursement

The candidate will be remunerated with £250 per day or an equivalent hourly rate based on a 7hr day. All reasonable expenses will be recoverable, however, please note that the post is not pensionable and preference would be for self employment but this is negotiable.

Performance

The Chair will agree personal areas of focus for action and activity annually with the CJP. These will then be monitored through reporting and reflective practice to provide assurance on the performance of the Chair in supporting the overall work of the CJP.

Eligibility

The successful candidate must meet the following criteria:

Not be a current employee, at the point of appointment in August 2024, of any statutory CJP Partner:

- Police Scotland
- NHS Highland
- The Highland Council
- Scottish Prison Service
- SFRS
- Skills Development Scotland

We are applying the same standard as necessary to undertake a Directorship within a company, so the candidate should not be prohibited to become a Director by law. They must be fit to undertake the role and have sufficient capacity to undertake their responsibilities and be expected to do so for a period of not less than 12 months.

The CJP Chair will also be required to complete a self-declaration of any previous criminal convictions, appointment will be considered on a case-by-case basis for applicants with a history of offending.

Location and time commitment

The time commitment is variable, however, CJP meetings usually take place in Inverness on a quarterly basis.

The Chair will also be expected to participate in national meetings and sessions organised by Community Justice Scotland and locally within Highland by the Community Planning Partnership.

Finally, the Chair will also act as the CJP representative to the Community Planning Partnership Board, which normally meets a minimum of four times a year.

Overall, it is estimated that the Chair would work an average of 3 days per month, though this will vary from month to month. The candidate is expected to complete a minimum of 2 years subject to annual review. Reappointment beyond that will be subject to review.

Timescales & An Overview Of The Process

Stage 1: Recruitment Opens: 5th July 2024

The Community Justice Partnership opened the recruitment phase on the 5th of July 2024. During this period the CJP organisations and members will actively promote the opportunities through a variety of platforms and as part of their engagement and conversations more generally within the communities across Highland. We would encourage anyone thinking of applying to arrange sometime for an informal chat with either the Community Justice Partnership Manager, or someone else within the partnership.

Stage 2: Recruitment Closes & Selection begins: 12th August 2024

All applications of interest must be submitted by 10am on the 12th of August to the email address: recruitment@highlandtsi.org.uk

Following this, arrangements will be made for an interview, likely to be on the week beginning the 19th August 2024. The panel will then make a recommendation to the CJP and individuals will be informed of the outcome as soon as possible after that.

Stage 3: Induction & First Board Meeting: September—October 2024

For the successful candidate the CJP Manager will undertake to arrange an induction session with the Chair and other relevant parties through September and October in preparation for their first chaired meeting later in 2024. The candidate will officially take over as Chair in October 2024.

The Skills & Experience We Are Looking For

Justice System

Understanding and/or experience of the Justice System in some form is essential to this role. A working knowledge of practice and approach is desirable. We would be interested in hearing from anyone who has worked in, been through or professionally observed the justice system in some form.

Partnership Working

Increasingly we are being asked to consider what opportunities and advantages we can unlock through partnership approaches and as the CJP is a prime example of this we would expect the candidate to have experience of working in partnership at a strategic level, ideally within the public or third sectors. We would be interested in hearing from someone with varied experience of partnerships and it would be desirable, though not essential, that they have some experience of working in partnership with communities and/or political bodies.

Leadership

Proven leadership skills, particularly in multi-disciplinary activities, would be essential in this role. We would be really interested to heard from anyone currently or previously involved in a role responsible for leading a team in operational or strategic activities. It would be useful is the candidate was able to demonstrate leadership in different contexts as the CJP Chair will have to provide leadership to and on behalf of the partnership in a multitude of contexts.

Political aware

The work of the CJP is underpinned by a number of Government policies and someone astute to the political context is essential. We are looking for someone capable of supporting the CJP in its strategic response to National and local ambitions.

Engagement

The CJP need to be capable of engaging a wide range of stakeholders and would benefit from strengthening the voices around lived experience of the justice system. We are looking for someone with excellent communication skills and with a proven ability to speak and engage people from a wide variety of backgrounds, interests and experiences. We aren't necessarily looking for someone with specific training—though that be great—but someone who regularly has or did have communication and relationship management within a professional or voluntary role.

About The Community Justice Partnership

The Highland Community Justice Partnership is a sub-group of the Highland Community Planning Partnership and formed as a result of the new responsibilities for CPPs within the Criminal Justice (Scotland) Act 2016.

The CJP membership currently includes:

- The Highland Council
- Scottish Prisons Service
- Police Scotland
- Scottish Fire & Rescue Service
- NHS Highland
- Skills Development Scotland
- Scottish Courts & Tribunals Service
- Crown Office Procurator Fiscals Service
- Families outside
- Apex Highland
- RASASH

The current Community Justice Plan was published in June 2024 for the period 2024/2027. The new Chair for the CJP would be expected to provide leadership for the implementation of the new plan for a further three years.

The CJP reports annually to Community Justice Scotland on progress as well as contributing to national work and evidence gathering activities throughout the remainder of the year.

Community Justice Scotland also distribute an annual budget of just over £60k per annum—subject to annual review—on behalf of the Scottish Government.

Within Highland the CJP have appointed a 21hr pw Community Justice Partnership Manager who currently hosted within the Highland Third Sector Interface (HTSI). The hosting of this post within the HTSI is unique in Scotland as all other comparable posts are hosted within the public Sector, usually the local authority. Additionally there is a time limited Development officer also in place to support the work of the CJP, with a specific focus on CPOs and the engagement with in community sentence options.

FAQs

How much time do I need to commit?

A degree of flexibility is necessary within the role but a maximum of three days a month on average would be anticipated. CJP meetings are usually scheduled well in advance so these can be diarised with significant notice for personal and professional planning.

I used to work for one of the statutory organisations, does that present a problem?

No. You will need to demonstrate that you have not substantial ongoing interest, but your experience may actually be of benefit to the CJP; so we would encourage people with previous working knowledge of these organisation to apply if they meet the other criteria.

How does the financial compensation work?

Ideally the chair will be self-employed and will raise an invoice monthly, including for expenses. If however, it was easier for the individual to be directly employed this is manageable but the costs associated with NI, tax etc. would then be taken into account within the daily fee. An hourly rate equivalent to 1/7th of the daily fee applies where appropriate.

I don't have any experience of sitting on a strategic partnership, is that a disadvantage?

Not necessarily, but you would have to demonstrate how you have developed the appropriate experience in other ways.

I'm interested in applying to develop my own skills and career prospects, is that ok?

Yes! As long as you are committed to fulfilling your role we would be delighted to support your own personal development. There will be opportunities for training and learning as you progress so we feel confident that we can offer you a chance to grow your own skills and career prospects.

Useful Links & How To Apply

Community Justice Scotland

Our aim is to ensure that Community Justice Scotland is a world leader. We'll achieve that through constant innovation and by working closely with our partners to develop new ways of supporting people who have committed a crime, their families and the various agencies that help to break the cycle of reoffending, allowing people to make a positive contribution to society.

We also have a duty to influence and enable reform and that means working closely with the Scottish Government, the courts and the law enforcement agencies

[Community Justice Partnership—HTSI Website](#)

[Community Justice Partnership—Highland CPP Website](#)

How to apply:

Interested applicants should submit a CV, no more than 3 A4 pages, and a covering statement of no more than 450 words covering your suitability for the post against the skills and experience outlined on page 6 of this document.

These should be sent to recruitment@highlandtsi.org.uk no later than 10am on the 12th of August 2024.

If you need to contact us for any further information, please call HTSI on 01349 864289