

JOB DESCRIPTION

WOMEN'S JUSTICE ADVOCATE - FULL TIME HOURS

£35,000 per annum plus pension contribution

JOB TITLE: Women's Justice Advocate

HOURS: 37.5 hours per week (not including your lunch break)

DIRECTLY RESPONSIBLE TO: Managing Director

SUPERVISORY RESPONSIBILITY FOR: Caseworker and Pro Bono volunteers

PURPOSE OF JOB:

You will lead the Women's Justice Initiative, our partnership with the Lankelly Chase Foundation in seeking to use criminal appeals as impact litigation for imprisoned women who have experienced severe and multiple disadvantage.

You will focus on challenging the over-use of custodial sentences for women convicted of minor, non-violent offences as well as women who due to their vulnerability have been convicted of a crime when in fact no crime had occurred, women who have been mis-sentenced due to an undiagnosed mental health condition, women who have been unjustly convicted and sentenced for harming or killing someone who had abused them and also appeals against conviction where fresh evidence of actual innocence has been uncovered.

All duties must be carried out with the charitable aims and objectives of CCA in mind and the post-holder must be an effective advocate for CCA at all times.

MAJOR DUTIES:

1. To lead the Women's Justice Initiative, including by supporting the development, promotion and sustainability of the Initiative, including liaison with funders, external agencies, law firms, press, potential prisoner-clients and others.
2. To supervise and conduct legal cases at the Criminal Cases Review Commission, the Court of Appeal and judicial review proceedings in the administrative courts under the Women's Justice Initiative. To maintain accurate and up-to-date records, files, case notes, correspondence etc. and to ensure that all work is done to the relevant standards of quality as required by the Legal Aid Agency and the organisation's Office Manual.
3. To keep appropriate records and time recording according to CCA procedures and

to meet performance targets as set by CCA.

4. To supervise and support any staff or volunteers working on the Women's Justice Initiative including by training them and supervising their work product.
5. To assist in the management and implementation of systems in relation to the running of the Centre including by attending relevant meetings or training sessions as appropriate.
6. The post holder must be self-servicing including typing own documents, undertaking photocopying, scanning and maintaining all appropriate records.
7. In order to develop the practice, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Therefore, the post holder is required to be cooperative about carrying out other reasonable duties and responsibilities. This job specification will be subject to periodic review with the post holder to ensure that it accurately reflects the duties of the job.