

SENTENCING ACADEMY

Job Description

Job title	Head of Research
Location	Sentencing Academy based in London. Hybrid working arrangements in place with up to 3 days per week in the office in London.
Type	Fixed Term till January 2026 in the first instance.
Hours	37.5 hours a week.
Salary	£44,000 - £50,000 full time.
Reports to	Deputy Director.
Sentencing Academy Purpose	<p>The Sentencing Academy is a charitable incorporated organisation created in 2019 to promote more effective sentencing practices and to further professional and public understanding of sentencing across England and Wales.</p> <p>Our mission is to inform decision making and improve awareness and understanding of sentencing through evidence led research, working in collaboration with experts in the field.</p>
Job Summary	<p>The post holder, in conjunction with the Directors, will develop an effective sentencing workstream as a hub of excellence, co-ordinating and commissioning innovative research. Working in partnership with practitioners, policy makers and the research community, you will collate and share evidence around what works with a focus upon reducing re-offending and improving the efficiency and effectiveness of the sentencing process.</p> <p>A key part of this role will be to manage, develop and deliver in collaboration with key stakeholders and partners an Effective Sentencing Toolkit to be shared with sentencers and other criminal justice professionals. Alongside this you will lead on securing funding opportunities across a broad selection of income streams including grants, trusts and contracts supporting the research activities of the workstream and contributing to the overall sustainability of the charity.</p>

Key responsibilities and duties divided into four areas:

1. Research
2. Partnerships and networks
3. Communications
4. Sustainability

1. Research:

- Conduct and oversee the production of research into aspects of sentencing in England and Wales, which may include literature reviews, interviews, focus groups and surveys and analysis of quantitative and qualitative data.
- Co-ordinate the design and execution of original research, including experimental research projects, on specific topics relating to the broad definition of effective sentencing to include emerging reforms to the sentencing process.
- Develop an Effective Sentencing Toolkit in collaboration with key stakeholders and partners, publishing transparent criteria for inclusion into the toolkit combined with the synthesis of research around the cost effectiveness of sanctions, ensuring that this information is kept up to date.
- Manage the delivery of reports for the effective sentencing workstream by external authors as well as contributing to internally authored reports, editing and proofing in readiness for publication.
- Ensure, alongside Directors, timely reporting to external funders who have supported our research around effective sentencing.
- Where appropriate oversee the engagement of people with lived experience as part of our blended research approach.
- Prepare and present timely evaluations and updates on legal and policy changes, including new initiatives and sanctions impacting upon effective sentencing practices.

2. Partnership and Networks:

- Work collaboratively and in partnership with key stakeholders in the delivery of the charity's purpose, maintaining positive relations.
- Expand and develop networks, partnerships, and relationships with funders to help achieve strategic objectives.
- Represent the Academy in meetings with a range of stakeholders feeding back insight and intelligence to Directors to help refine our approach.

- Contribute towards developing opportunities alongside partners that enhance and strengthen the effective sentencing workstream.
- Develop and build on relationships with sentencers to better understand what their needs are and how they can be met through the effective sentencing workstream.

3. Communications:

- Proactively communicate and share research, findings, and briefings across a number of different platforms including our website, social media, and podcasts.
- Positively develop opportunities to inform and expand our reach and engagement across England and Wales around the need for effective sentencing.
- Promote and launch the Effective Sentencing Toolkit across multiple channels and networks leading on regional and national events to share and to collect evaluative feedback from users to inform future development.
- Work as part of a management team to agree priorities and approaches to capitalise on opportunities to inform and evidence effective sentencing practices.
- Take part and contribute to open consultations in writing or orally providing evidence as and when required.

4. Sustainability:

- Co-ordinate the development of an effective sentencing workstream that positively contributes to the sustainability of the Sentencing Academy.
- Explore and expand funding opportunities to support and enhance the delivery of the workstream, operating bid/proposal information systems including commissioning portals to identify tender and contract possibilities.
- Source new funding streams, partnerships and collaborations that contribute to the continuous service improvement of the workstream.
- Work towards positively dovetailing the effective sentencing workstream together with the other activities and delivery within the Sentencing Academy.
- Contribute in a timely manner to financial reporting, planning and budget setting as the Head of the workstream, supported by Directors.
- Work with Directors and the Board of Trustees in developing long-term strategies and objectives and ensure that the organisation has the necessary policies, plans, systems, and budgets to support them.

General terms of reference – In carrying out the above duties the post holder will:

- Take an active role in determining professional development needs and agreeing programmes to meet those needs.
- Participate in appraisal, training, and supervision processes.
- Ensure the implementation of all Sentencing Academy policies.
- Keep abreast of relevant developments and best practice.
- Attend meetings that may include occasional travel and overnight stays.
- Undertake other duties appropriate to the grade of the post.
- Champion equality, diversity, and inclusion in all aspects of this role.

This job description is not a definitive list of responsibilities but identifies the key components of the role. The specific objectives of the post holder will be subject to review as part of performance review processes where applicable.