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**Expression of Interest:**

**Criminal Justice Board for Wales Co-****ordinator**

**Job Title:** **Criminal Justice Board for Wales Co-ordinator** **(secretariat and governance lead)**

**Pay range £52,000 - £61,000**

The Criminal Justice Board for Wales brings together senior leaders from across the Criminal Justice System in Wales. The Board takes a joined-up, collaborative approach to address challenges facing the system within the context of the devolution settlement in Wales. It has a particular focus reducing the impact of crime on the people of Wales by reducing offending and providing improved outcomes for victims.

The co-ordinator will manage the Criminal Justice Board for Wales, providing a high quality, timely and efficient secretariat function including production of agendas, minutes and ensuring the quality of meeting papers.

They will work with the chair and members to prioritise and plan the work of the board at and between meetings in line with the strategic direction of the Board, ensuring that discussions are timely, appropriate and focused and that decisions enable the Board to fulfil its objectives and responsibilities providing leadership and strategic direction.

They will support the relationship between the Criminal Justice Board for Wales and the Local Criminal Justice Boards promoting and developing the Board’s priorities at a local level as well as having regard to the work of and relationship with the National (England and Wales) Criminal Justice Board.

They will directly support the Chair in delivery of the Board’s priorities, ensuring they are informed of relevant matters where necessary, are involved in decision making at the appropriate level and have sufficient information and advice to operate effectively.

They will maintain effective working relationships with Board Members, the National Criminal Justice Board, the Local Criminal Justice Boards and other governance structures in Wales as well as external stakeholders.

The role is available on a one-year loan or secondment to ensure successful delivery with an opportunity to extend if required.

**Location & Terms of appointment**

The role is open to employees of criminal justice partner organisations in Wales.

Appointments will be on loan/secondment from home department/organisation initially up to 12 months with the potential for extension..

The position is Wales based, and some travel may be required.

**Application Process**

If you are interested, please complete the form below detailing in **no more than 1000 words** why you are interested and examples of how you have demonstrated the required success profiles and behaviours in the job description.

**EOI Selection and Recruitment Process**

Following sifting, applicants will be invited to a discussion about their suitability for the roles. Feedback is not available for those not invited to a discussion.

**The position needs to be recruited into at pace, therefore you should confirm with your current line manager that if successful, you could be released as soon as is possible from your current role.**

**Applications should be sent to Louise Lawrence, Justice in Wales lead to** [louise.lawrence@justice.gov.uk](mailto:louise.lawrence@justice.gov.uk) **and be received no later than Monday 6th October 2025. Late applications will not be accepted.**

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| **Name** |  |
| **Contact Details – email and telephone** |  |
| **Current Organisation** |  |
| **Current Grade and salary** |  |
| **Current Role** |  |
| **Line Manager name & contact details** |  |
| **Are you applying on Temporary Promotion?** |  |
| **Do you have any specific requirements that we should be aware of?** |  |
| **Has your Line Manager approved this request and agreed to your release?** |  |

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| **In no more than 1000 words, detail below why you are suitable for the role and where you have demonstrated the behaviours/success profiles listed.** |
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