



JUSTICE

Executive Assistant

Salary: circa £40,000 | Full Time | London or UK wide | Great Benefits |
Important Purpose | Inclusive Culture

Candidate Pack

Closing date is 0900 on Tuesday 26 May

Invitations to interview will be sent by 3 June

Interviews will take place on 10 and 11 June (virtual only)

A message from our Chief Executive

Thank you for your interest in this role at JUSTICE. My name is Fiona Rutherford and I've been working for JUSTICE for 4 years. In that time, I've met and worked with some incredible people. And, as a team, JUSTICE has delivered some groundbreaking work to improve the UK justice system so it is fairer and within everyone's reach.



This pack sets out some helpful information about JUSTICE, the team, what we do and how we do it. At its heart, JUSTICE is a values-led organisation and you can read more about our values below. If you are serious about applying but have some hesitations or questions then I would be happy to have a short meeting to discuss the role. If you would like to have a brief meeting, please email: jobs@justice.org.uk

About JUSTICE

JUSTICE is a law reform charity working to build a fairer UK justice system within everyone's reach.

For nearly 70 years, we have transformed the legal landscape for the better, led by evidence, expertise, and a focus on practical solutions.

We are the only non-governmental organisation whose work spans the whole of the UK justice system. Key legal bodies we now take for granted such as the Ombudsman, the Crown Prosecution Service, and the Criminal Injuries Compensation Board were all proposed and supported into being by JUSTICE.

JUSTICE's work is known for its independence and rigor, and grounded in deep subject matter expertise. We bring together experts from within and beyond law – including people with lived experience of interacting with the justice system – to develop realistic solutions to key challenges.

For more information, please see take a look at our [Strategy for 2024-2030](#).

Our Values

Inclusivity:

We prioritise meaningful collaboration and learning. We seek a wide range of views, perspectives and expertise when conducting our work, ensuring the voice of those with lived experience are heard loud and clear.

Integrity:

We are trustworthy and evidence based. We work transparently and with intellectual rigour. We speak out with expertise and courage when appropriate.

Independence:

We prize our objectivity and impartiality, and we are pragmatic and considered in our approach. This enables us to influence and hold key decision-makers to account.

Innovation:

We're not afraid of thinking differently and challenging the status quo when it is not working. We strive to be forward looking and to set the agenda for justice system reform.

Our People

JUSTICE has around **20 staff** who work collaboratively across policy, fundraising, communications, membership, administration and governance.

Our work is overseen by **the Board of Trustees** led by our Chair, Dame Alison Saunders DCB.

We also have a **Council**, led by our President, Baroness Helena Kennedy of the Shaws KC and Vice Presidents Dominic Grieve KC and Baroness Sarah Ludford, who support our work.

JUSTICE is assisted by a considerable amount of volunteer and pro bono support each year from a range of people who join our working parties, help with research

How We Work

Leading research:

Our research highlights key problems and proposes practical solutions, hundreds of which have been adopted.

Advising policymakers:

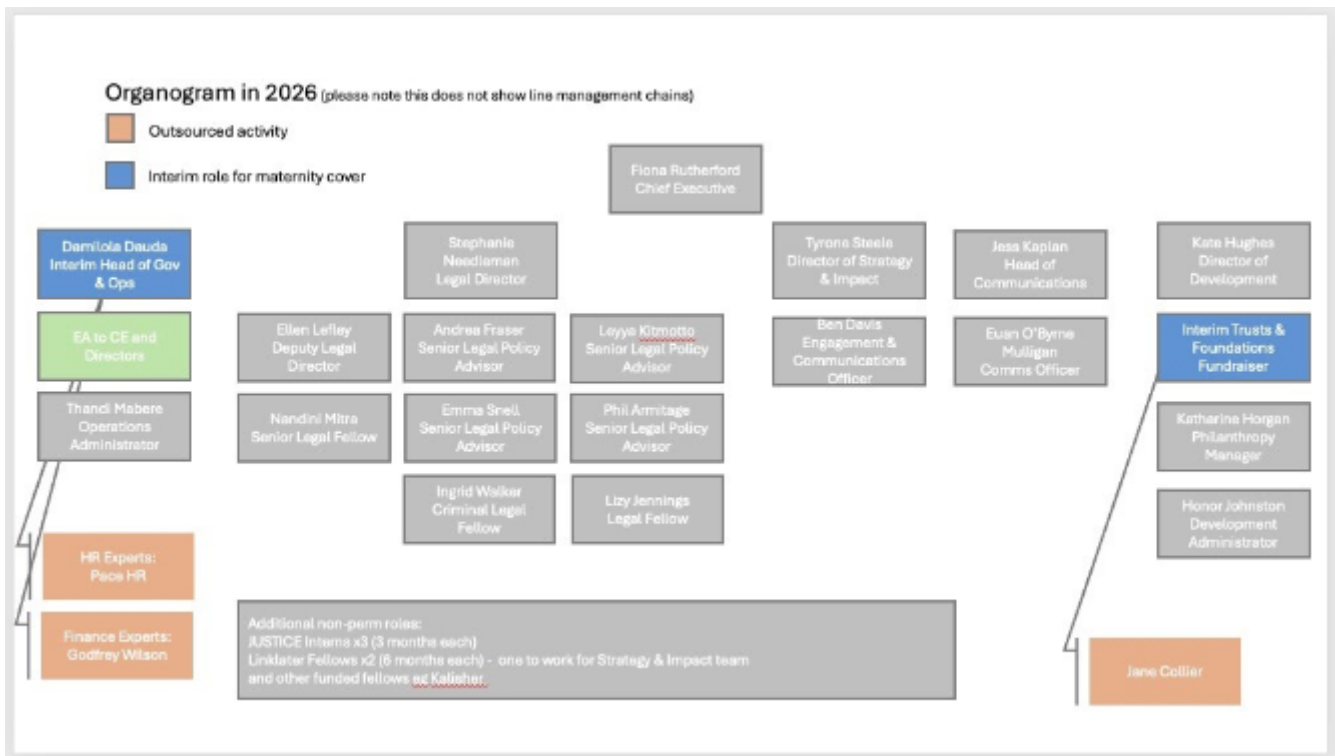
JUSTICE's strong reputation across Westminster and beyond is based on the quality and independence of its work.

Convening experts:

Our events, working groups, and roundtables bring together leading experts across a wide range of justice topics.

Building understanding:

Our spokespeople regularly appear in the media to set out why a fair justice system matters and how it can be achieved.





Key Details:

Job title	Executive Assistant
Salary	Approx £40,000
Location	London and UK Wide (negotiable)
Hours	Full time
Reporting to	Head of Governance and Operations
Responsible for	Supporting Chief Executive and Directors (x3)
Start date	As soon as possible

Benefits Include

- 27 days annual leave plus bank holidays.
- Time off between 25 Dec-1 Jan (inclusive) in addition to annual leave
- Two additional leave days to look after your wellbeing and to celebrate your birthday
- Flexible working opportunities
- Open to applicants based in or outside of London including from anywhere across the UK
- Generous pension scheme (8% employer contribution, rising to 10.5% after 2 years)
- Annual salary review (measured against inflation)
- Employee Assistance Programme
- Headspace subscription
- Working with a lovely, diverse group of people who care about building a fair, accessible justice system!



About the Role:

JUSTICE is looking to recruit a new Executive Assistant to join our friendly, outcome-focused, values-led team. This is a permanent role and provides an exciting opportunity for someone who is an experienced EA and thrives in a fast paced environment where priorities shift and no two days are the same.

We are looking for an individual who is motivated by the purpose of the charity, to improve the UK justice system so that it is fair and within everyone's reach. You will take pride in enabling senior leaders to work efficiently, strategically and with impact. The successful post holder will be a highly organised and proactive professional who has supported multiple senior leaders simultaneously and who enjoys working autonomously whilst using their initiative to manage competing demands.

This role will suit someone who remains composed under pressure, exercises sound judgement when engaging with senior stakeholders and handling highly sensitive information. The role will play a pivotal role in ensuring the seamless operation of the Chief Executive and Directors' work.

Overall, the Executive Assistant will be a key part of our small but dedicated organisation, contributing to the effectiveness of the Executive Team, the Operations Team and supporting the wider mission of JUSTICE.

If this sounds like something you'd be interested in and something you would enjoy doing, please do apply!



Job Description

Key responsibilities:

Executive Support

- Manage complex and frequently changing diaries for the Chief Executive and Directors, ensuring effective prioritisation and forward planning.
- Oversee and triage inboxes, drafting responses, flagging urgent matters, and ensuring timely follow-up.
- Prepare briefings, meeting packs, agendas and supporting documents as required.
- Coordinate internal and external meetings, including with senior judges and legal professionals, ministers, parliamentarians, and other high profile stakeholders.
- Support the Executive Team with travel arrangements, logistics and expenses.

Stakeholder Management

- Act as a professional and trusted first point of contact for senior stakeholders, handling highly sensitive and confidential matters with discretion.
- Build strong working relationships across the organisation and with external partners.
- Ensure that communication on behalf of the Executive Team is timely, accurate and aligned with organisational values.

Operational and Administrative Support

- Maintain effective systems for tracking actions, deadlines and priorities across the Executive Team.
- Assist with document management, filing systems and version control.
- Provide general administrative support to the Executive Team and Head of Governance and Operations as required.

General

- Maintain a confidential, sensitive and discrete approach to personal, sensitive and organisational information
- Contribute to a culture of equality and demonstrate a commitment to diversity and inclusion.
- Undertake any other reasonable requests and duties as required.



Person Specification:

Essential Experience

- Educated to A-Level or equivalent experience
- Significant experience as an Executive Assistant supporting multiple senior leaders simultaneously
- Experience managing complex diaries and inboxes for multiple stakeholders.
- Experience handling confidential and highly sensitive information
- Experience communicating in writing and verbally with senior stakeholders and executive and board level individuals
- Excellent written and verbal communication skills
- High level of digital literacy, including Microsoft 365.
- Strong judgement and problem solving skills
- Outstanding organisational and time management skills

Desirable Experience

- Experience in a legal, public sector (including civil service or local government) or not for-profit environment
- Formal PA/EA or business administration qualification
- Knowledge of governance processes and Board/committee administration
- Minute taking and preparation of meeting papers



Application Process:

To apply, please submit your CV (maximum 2 pages) and, in a separate document, an Expression of Interest (maximum 2 pages) [via our Charity Jobs posting](#)

The application process will close at 0900 on Tuesday 26 May

Your application will be sifted by the Head of Governance and Operations and Chief Executive and if successful you will be invited to interview. Successful applicants will be invited to an interview by 3 June and **interviews will take place on Wednesday 10 and Thursday 11 June**. All interviews will be virtual and the panel will consist of the Head of Governance and Operations (Chair), the Chief Executive and a Director.

JUSTICE is an equal opportunities employer. We encourage applications from people of all backgrounds and welcome everyone who shares our values and purpose regardless of age, gender, race, region, socio-economic background, education, sexuality, identity, disability and neurodiversity.

Expression of Interest (maximum 2 pages)

Carefully go through the job description for this role and provide evidence that addresses the criteria in the Person Specification. This should cover Knowledge and Experience, Skills & Abilities and Values & Behaviours. You should avoid statements without evidence to support the assertion you might be making.

For example, avoid: 'I have excellent written and verbal communication skills' without adding any examples or evidence to support the sentence.

Instead, ensure there is an example of your work/experience included: 'Evidence that demonstrates my excellent written skills includes a time when I was responsible for responding to a challenging stakeholder. They had raised a number of concerns about a senior member of the team and the Chief Executive tasked me with drafting a response. I carefully addressed each of the points raised by the stakeholder, researching where I had gaps in my knowledge. I produced a high quality response for the Chief Executive in good time. I knew the Chief Executive would want to approve such an email (there are other emails where I know I



do not need to do this) so following their approval, I promptly sent the response and received an email acknowledging and thanking me for my help.'