JUSTICE

Head of Communications and Public Affairs

Salary: £52,000 to £60,000, depending on experience | Full Time | London | Great Benefits| Important Purpose | Inclusive Culture

Candidate Pack

*We are **recruiting on a rolling basis**, reviewing applications as they arrive. Early applications are encouraged as the role will close once a suitable candidate is appointment.*

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: tsteele@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

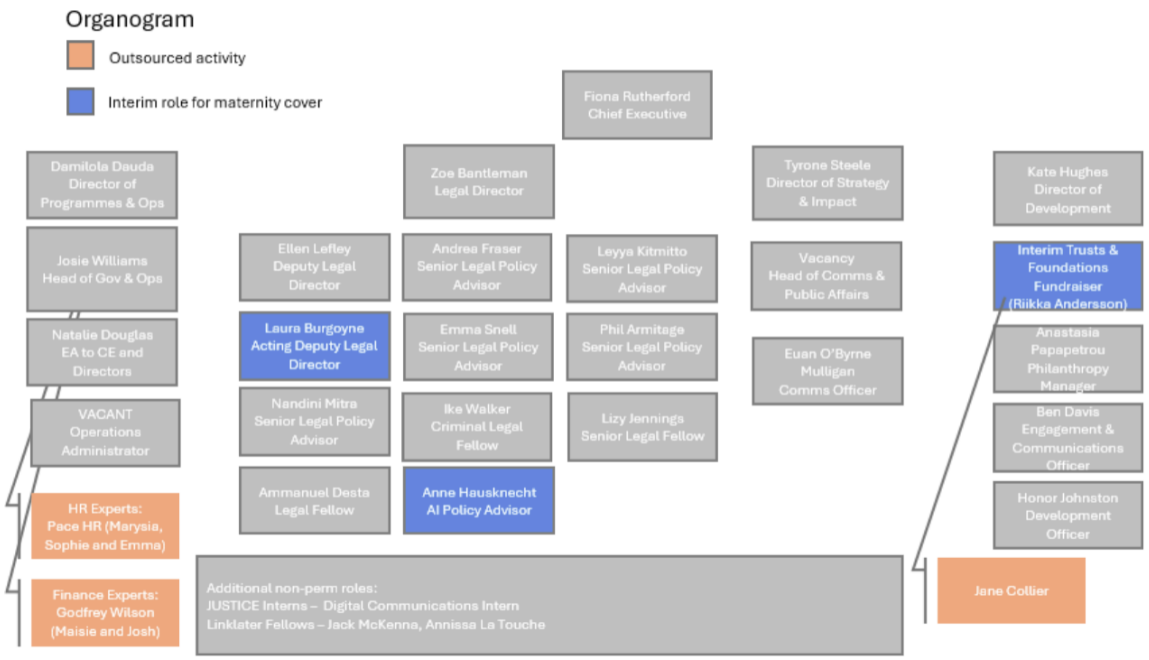
How We Work

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.



JUSTICE

Key Details:

Job title	Head of Communications and Public Affairs
Salary	£52,000 to £60,000, depending on experience
Location	Hybrid, with regular work from JUSTICE's London office, normally averaging two days each week. The postholder will also need flexibility to attend media opportunities, events and meetings in London and elsewhere in the UK, including Liverpool and Edinburgh.
Hours	Full time, 35 hours per week. Flexible working requests will be considered.
Reporting to	Director of Strategy and Impact
Responsible for	Communications Officer and Digital Communications Intern, with scope to manage further Communications and Public Affairs capacity as the team grows.
Start date	As soon as possible

Benefits Include

- 35-hour working week, with flexible working possible.
- 27 days' annual leave plus bank holidays, and time off between Christmas and New Year.
- Generous pension scheme: 8% employer contribution, rising to 10.5% after two years.
- Annual salary review.
- Employee Assistance Programme.
- Headspace subscription.
- The opportunity to work with a committed and diverse team dedicated to a fair justice system within everyone's reach.

About the Role:

JUSTICE is widely respected for the quality of its legal and policy work. We are looking for a Head of Communications and Public Affairs to extend its reach and influence: making JUSTICE a first call for journalists in our areas of expertise, bringing our work to wider audiences and ensuring that our evidence and ideas reach the people with the power to create the conditions for change. The Head of Communications and Public Affairs will lead JUSTICE's media, digital communications, public affairs and organisational narrative.

They will ensure that communications and influencing are considered from the outset of major projects, working closely with colleagues across Policy, Strategy and Impact, Development, Programmes and Operations, as well as JUSTICE North and JUSTICE Scotland.

JUSTICE's current priorities span embedding the rule of law as a key feature of our democracy, public-sector accountability, criminal justice reform, AI and technology, human rights and public justice education. The Head of Communications and Public Affairs will help us build a clear and coherent public account of that work, identifying the issues and moments where JUSTICE can make the greatest contribution to public and policy debate.

Success will mean stronger media relationships and more influential coverage, but also clearer public-facing communications, wider digital reach and a more consistent account of who JUSTICE is, what we are seeking to change, and why it matters. This role is an exciting opportunity for the Head of Communications and Public Affairs to use their expertise and vision to shape this role and JUSTICE's communications and engagement strategy.

The successful candidate will bring excellent contacts, news judgement, broadcast training skills, a strong understanding of Parliament and government, and the confidence to advise Directors and the Chief Executive. Within an agreed sign-off framework, they will respond quickly where JUSTICE has established positions and involve the appropriate senior and policy colleagues on new, sensitive or contested issues.

They will build relationships across national, broadcast, legal, policy, technology, Scottish and regional media; lead and coordinate communications for JUSTICE North and JUSTICE Scotland; and support our spokespeople and Council members to communicate their expertise with authority and clarity.

They will strengthen JUSTICE's relationships across Parliament, government and the wider policy community; maintain a clear view of forthcoming legislative and policy opportunities; ensure that major projects have focused plans for reaching decision-makers and building support for reform; and help generate evidence for our long-term impact.

This is a hands-on role. The postholder will set direction, manage budgets and play a leadership role. They will also write, edit, pitch, brief, build relationships and respond directly when needed.

Key responsibilities:

The time allocations below are indicative and will shift with the news agenda and JUSTICE's organisational priorities.

Media, profile and content, around 35%

- Lead JUSTICE's proactive and reactive press office, securing national, broadcast, legal, policy, regional and devolved coverage that advances our strategic goals.
- Bring an established network of media contacts and build trusted relationships with journalists, producers and commissioning editors, making JUSTICE a first call in our areas of expertise.
- Collaborate with Policy & Development, to develop a clear organisational narrative across the justice system and rule of law, ensuring that JUSTICE has an authoritative, accessible and quotable public voice.
- Plan media and content around major reports, legal interventions, legislative moments and events, including briefings, commentary, opinion pieces and broadcast opportunities.
- Monitor the news and legal agenda and respond at pace to judgments, legislation and breaking stories, working closely with Legal and Policy colleagues on substantive positions.
- Prepare and support spokespeople, and make effective use of the expertise and profile of JUSTICE's Council.
- Lead and coordinate media work for JUSTICE North and JUSTICE Scotland, building relationships with Scottish, Northern and regional outlets.

Public affairs and influence, around 20%

- Develop and deliver JUSTICE's public affairs approach, ensuring our evidence and ideas reach the people with the power to secure change.
- Build trusted, cross-party relationships across Parliament, government and the wider policy community.
- Ensure major projects have clear influencing plans from the outset, covering the change sought, decision-makers, allies, key moments and follow-up.
- Plan and coordinate parliamentary engagement, senior meetings and events, ensuring clear objectives, briefing and follow-up, and working with Legal and Policy colleagues on substantive content.
- Provide timely policy and parliamentary intelligence to senior colleagues, maintain a clear forward look across legislation, consultations and other policy opportunities, and oversee proportionate stakeholder and relationship-management systems.

Website, digital and audience growth, around 20%

- Develop and deliver JUSTICE's digital and audience strategy, aligned with our strategic goals and priority areas.
- Set the editorial direction and standards for JUSTICE's Webflow website, newsletters and social channels.
- Ensure digital communications are built into major projects from the outset, with clear audiences, messages, opportunities and intended outcomes.
- Use audience insight and analytics to improve reach and engagement, particularly beyond JUSTICE's established legal and policy audiences.
- Identify and test new content, formats and partnerships, including visual, audio and short-form content.
- Ensure digital content is accurate, accessible, current and useful, with day-to-day delivery shared appropriately across the communications team.
- Oversee the Webflow website budget and manage external agencies delivering significant development work.

Leadership and Management, around 25%

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Person Specification:

Please use your personal statement to show how you meet each essential criterion. Applications will be assessed against these criteria.

Essential Criteria

- Significant strategic communications and media experience in a complex public-interest, policy or institutional setting, with established relationships across relevant national, broadcast, legal, policy or specialist media and the ability to build new contacts quickly.
- Significant public affairs experience and a strong understanding of parliamentary and government processes, with evidence of identifying and using opportunities to influence policy or legislation.
- A strong record of securing influential national, broadcast or specialist coverage on complex issues.
- Excellent news judgement and the ability to build trusted relationships with journalists and producers.

- Experience of developing communications or influencing strategies that contributed to policy, legislative, institutional, public-understanding or organisational outcomes, and of assessing their effectiveness.
- Exceptional writing, editing and verbal communication skills, with the ability to turn complex legal and policy material into clear, compelling and accurate communications at speed.
- Collaborative, solutions focused mindset, with confidence to test new ideas and use initiative to spot opportunities.
- Strong policy, organisational and reputational judgement, including experience advising and constructively challenging senior leaders.
- Experience of managing a Webflow website, or the ability to become confident using Webflow quickly.
- Experience of growing audiences or improving engagement through digital insight, testing and innovation.
- Experience of managing and developing colleagues and working effectively across professional disciplines.
- A proactive and resourceful approach, with evidence of spotting opportunities, testing ideas and delivering within limited resources.
- Commitment to JUSTICE's purpose, independence and cross-party role.

Desirable Criteria

- Communications experience in a legal, justice, human rights, government or policy setting.
- Experience of regional or place-based communications, including work with media in Scotland or the English regions.
- Broadcast media or newsroom experience.
- Experience of ethical, trauma-informed storytelling with people with lived experience.
- Experience of communicating research, data or evaluation.
- Experience of managing websites, digital products or external agencies.
- Experience of issues or crisis communications.

Application Process:

Please note, we are **recruiting on a rolling basis**, reviewing applications as they arrive. Early applications are encouraged as the role will close once a suitable candidate is appointed. 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 as soon as we find the successful candidate, so please don't delay in applying now! Your application will be sifted by the Director of Strategy and Impact and a Director and if successful, you will be invited to an interview. Your interview panel will consist of the Director of Strategy and Impact, the Legal Director, and the Director of Development. We will ensure that you have a minimum of a week's notice of the interview and do our best to find a time that is convenient for you.

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 Experience and Skills and 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.'