

# CENTRE FOR CRIME AND JUSTICE STUDIES

March 2016

Dear applicant

## **Administrator – Maternity Cover**

Thank you for your interest in the post of Administrator – Maternity Cover at the Centre for Crime and Justice Studies. In this pack you will find:

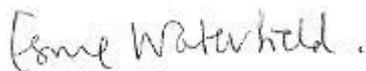
- A job description
- A person specification
- Information about the Centre
- An application form

To apply for this position, please email a completed application form to [info@crimeandjustice.org.uk](mailto:info@crimeandjustice.org.uk) by **5pm on Friday 8 April** with *RECRUITMENT* in the subject heading or return it by post to: Esme Waterfield, CCJS, 2 Langley Lane, Vauxhall, London SW8 1GB. We will not accept late applications.

We will contact short-listed applicants by Friday 22 April.

Interviews will be held on **Wednesday 27 April**.

Yours sincerely



**Esme Waterfield**  
**Business Manager**

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## Information about the Centre for Crime and Justice Studies

**Below is a brief outline of our values and purpose. For more detailed information about our current projects, activities and work visit the Centre's website:**

[www.crimeandjustice.org.uk](http://www.crimeandjustice.org.uk).

At the Centre for Crime and Justice Studies we advance public understanding of crime, criminal justice and social harm. We are independent and non-partisan, though motivated by our values. We stand with those most vulnerable to social harm. We believe that the United Kingdom's over reliance on policing, prosecution and punishment is socially harmful, economically wasteful, and prevents us from tackling the complex problems our society faces in a sustainable, socially just manner.

We apply the lessons of research, informed by clear thinking and analysis and underpinned by our values.

We are committed to:

- Scrutinising the production of social harm and its social regulation through criminal justice.
- Developing holistic, sustainable and effective solutions to social harm that minimise the use of criminal justice processes.
- Working in partnership and collaboration with like-minded individuals and organisations to lever real and lasting change.

In our work we:

- Conduct research and analysis on social harm, the process of criminalisation, the criminal justice and social welfare systems.
- Develop holistic, practical and sustainable solutions to the problem of social harm in the UK and beyond.
- Work in creative networks and coalitions with like-minded individuals and organisations.
- Engage in public affairs and education work in the areas in which we operate.

We have an impact by:

- Publishing our research and that of our partners and collaborators.
- Bringing people together to share ideas and develop solutions.
- Providing a platform for people to share experiences and promote ideas.
- Working in collaboration with partners to extend our reach and influence.
- Using media and communications technology effectively and intelligently.

## JOB DESCRIPTION

<b>Post Title:</b>	Administrator (0.6)
<b>Salary</b>	£26,236 (including London Weighting) pro rata
<b>Contract</b>	Temporary (8 June 2016 to 31 March 2017)
<b>Responsible to:</b>	Business Manager
<b>Responsible for:</b>	None

### Purpose of role

To facilitate the smooth running of the organisation and of its facilities, with particular reference to managing room bookings, maintaining ICT, administering meetings and events, the membership scheme and contacts database and finances.

### Main responsibilities

#### Office

1. To order and maintain a proper stock of stationery.
2. To troubleshoot routine issues with IT and, where necessary, to liaise with the Centre's support providers to resolve issues, as well as to administer network users.
3. As requested by the Business Manager, to order ICT equipment and office furniture and ensure its proper installation and maintenance.
4. To process incoming and outgoing post and emails sent to generic email addresses.
5. To deal with general enquiries by email and post.

#### Facilities

6. To manage the room booking system and set up for external bookings.
7. To manage and participate in the keyholder rota.
8. As requested by the Business Manager, to arrange for contractors to undertake maintenance and repair of the Centre's fixtures, fittings and equipment.
9. As directed by the Business Manager, to promote the meeting room facilities.
10. To act as one of the Centre's fire wardens and carry out weekly tests of the fire alarm and safety lighting.
11. To manage the switchboard and deal with visitors.

#### Finance

12. To process requests for invoices and ensure that invoices are paid promptly, bank incoming funds, manage petty cash, arrange for the payment of incoming invoices and personal expense claims.
13. In conjunction with the Business Manager and CCJS's accountants to ensure that proper records of income and expenditure are kept and correctly coded.
14. To prepare and collate records of expenditure for funding claims relating to particular projects, as requested, particularly EU funded projects.

#### Organisation

15. To take the minute of the regular project and communications meetings and other occasional meetings, as requested.
16. In conjunction with the Business Manager, to administer and provide support for meetings and events, including the Centre's AGM and annual Eve Saville lecture.

17. To assist line managers with staff recruitment and induction, including collating and printing applications, setting up email accounts and ordering equipment for new staff members.

#### Contacts database and membership

18. To maintain accurate records for all contacts and undertake regular maintenance of the database to eliminate duplicates and screen for problems.
19. To maintain accurate records of subscriptions, donations and other payments received via the website.
20. To produce database statistics for management meetings.
21. To maintain accurate membership records and process membership subscriptions.
22. To respond to membership queries.
23. To act as a point of contact for membership with the publishers of CJM.

### **Person specification**

<b>Person specification - Administrator</b>			
<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
Job-related skills and knowledge	Good IT skills, in particular MS Office suite		Application, test at interview
	Good note-taking skills		Application, interview
	Good understanding of daily financial processes		Application, interview
	Good database skills		Application, interview
Experience	Experience of working in a busy office environment		Application, interview
		Experience managing a room booking system	Application, interview
		Experience of membership administration	Application, interview
		Experience of managing office supplies	Application, interview
Communication skills	Excellent communication skills; spoken and written		Application, interview, test at interview
	Excellent interpersonal skills		Application, interview

<b>Person specification - Administrator</b>			
<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
Planning and organising skills	Well organised and able to prioritise		Application, interview
	Able to work unsupervised		Application, interview