

## Application Pack

### About the Centre for Crime and Justice Studies

We are an independent public interest charity. Our vision is of a society in which everyone benefits from justice, safety, economic and social security. Our mission is to inspire enduring change by promoting understanding of social harm, the centrality of social justice and the limits of criminal justice.

Our activities are underpinned by the following four values:

a) **Independence**

We are resolutely committed to safeguarding our critical independence. Our work will not be undermined by governmental, party-political, commercial or other vested interests.

b) **Honesty**

We strive to base our work on trustworthy evidence, presented honestly and authoritatively.

c) **Quality**

We pride ourselves on producing high-quality work of clarity, relevance and rigour, which is accessible to a range of audiences.

d) **Justice**

Everything that we do is based on a commitment to social justice and to challenging disadvantage, discrimination and inequality.

### Principles

**We are committed to the following seven principles:**

- Crime and related harms cannot be dealt with by the criminal justice process alone.
- A range of social, economic and political interventions are necessary to prevent crime and create a society in which everyone benefits from justice, safety, economic and social security.
- Criminal justice interventions should be proportional, evidence-based, and have as their aims inclusion, reparation and crime reduction.
- Criminal justice policy and practice should emphasise the minimum resort to custody, and other forms of restraint on liberty, consonant with a just, safe and socially secure society.
- Criminal justice policy should address the crimes of the powerful (both individual and corporate) as well as those associated with the least powerful sections of society.
- Criminal justice policy should respect human rights, and the criminal justice process should operate in accordance with the letter and the spirit of domestic legislation and international instruments and conventions.
- Criminal justice policy and practice should treat victims and offenders, suspects and witnesses, with dignity and respect.

## 1) How to apply

Send a CV on no more than 2 sides of A4 along with a covering letter explaining why in no more than 500 words you meet the person specification.

Send your application to [info@crimeandjustice.org.uk](mailto:info@crimeandjustice.org.uk) by **5pm on Monday 19<sup>th</sup> August** with 'Application for Administrator post' in the subject heading or by post to: Esme Waterfield, CCJS, 2 Langley Lane, Vauxhall, London SW8 1GB.

Interviews will be held on **Monday 2<sup>nd</sup> September**. We will contact short-listed applicants by 30<sup>th</sup> August.

## 2) Summary Job description

Key duties will include but are not limited to:

- Taking a minute of regular meetings
- General mail and banking/petty cash/invoicing and other financial transactions
- Managing room bookings for ground floor venue
- Participation in rota for opening and closing premises
- Reception phone and managing incoming emails
- Data entry and updating of membership and networks database
- Membership and network management and promotion
- Stationery ordering and ICT ordering and maintenance
- General office duties

The ideal candidate should possess the following qualities:

- A professional attitude
- Experience in a similar role
- Outstanding prioritising skills
- An eye for detail
- Database experience
- Must have excellent Microsoft Office skills
- Organised, reliable and trustworthy
- Self-starter and able to work unsupervised
- Be supportive of the vision mission and values of the Centre

## Person specification

Person specification - Administrator			
Criteria	Essential	Desirable	How assessed
1. Skills/abilities	Good IT skills, in particular proven experience of Microsoft Office suite.		Application Form, interview, test
	Excellent Telephone manner		Application form
	Excellent interpersonal skills		Interview and test
	Good minute taking skills		Application form
	Understanding of daily financial processes		Application form
	Good database skills		Application form
2. Experience	Experience of working within an office environment across a range of tasks		Application Form, interview
3. Other requirements		Experience of room booking management	Interview
		Experience of web editing	Interview
		Experience of membership schemes	Interview
		Experience of ordering office supplies	Interview