



## **Development Administrator**

### **About us**

JUSTICE is an all-party law reform and human rights organisation working to strengthen the justice system – administrative, civil and criminal – in the United Kingdom. Our vision is of fair, accessible and efficient legal processes, in which the individual's rights are protected, and which reflect the country's international reputation for upholding and promoting the rule of law. We are a membership organisation, largely comprised of legal professionals.

### **What we do**

- We carry out research and analysis to generate, develop and evaluate ideas for law reform. In doing so, we draw on evidence, experience and expertise from the United Kingdom and across the world.
- We intervene in superior domestic and international courts, sharing our research, analysis and arguments with courts to support their work and promote strong and effective legal judgments.
- We promote a better understanding of the fair administration of justice among decision-makers and public servants.
- We bring people together to discuss critical issues about the justice system, and to provide a thoughtful legal framework to policy debates.

### **The role**

This role provides administrative support to the Development team to help maximise income growth. The Development Administrator role is offered on a full-time basis, at A1

on our salary scale (£23,359 per annum). The post holder will be line managed by the Director of Development.

This post offers an excellent opportunity for a bright and motivated person to gain membership, event and fundraising experience working in a small but busy legal charity environment. The Development Administrator will provide administrative support to our Development team by managing the administrative aspects of our membership and Friend programmes, assisting with events and communications work and sending emails through our marketing tool. The Development Administrator will also assist the team by identifying new funders for JUSTICE and supporting applications we make to them.

The successful candidate will have excellent written and oral communication skills; a proactive approach; and be able to use their own initiative to work independently as well as part of a team. It is essential that the candidate is organised, can multi-task and is able to effectively prioritise tasks.

We value and encourage flexible working practices. JUSTICE is currently working remotely with the opportunity to come in to work in temporary workspace twice a week. A more permanent arrangement is likely to occur later in the year.

### **Job Description**

#### **Membership and Friends Administration:**

- Manage monthly renewals and follow up to our membership base of c2,000.
- Manage introduction for new members and Friends, renewals, maintenance and follow up of Members and Friends of JUSTICE records.
- Manage the membership database, ensuring it is kept up to date and that all prospects and actions are recorded accurately.
- Maintain accurate records of all recruitment and membership development activities, preparing reports as required.
- As required, coordinating groups of students to support JUSTICE's legal work.
- Manage the membership email account, responding to emails in a timely fashion or forwarding messages to appropriate colleagues.
- Retrieving regular reports from the database on membership numbers, retention and renewal rates.

#### **Prospect Research:**

- With guidance from the Director of Development and Fundraising Officer, research and identify trust and foundation, corporate and individual prospects.
- Provide support to the Fundraising Officer with trust and foundation applications and proposal research, writing and proofing.

**Events:**

- Support the Director of Development with JUSTICE60 and Major Donor events including: guest lists, venue research and other event logistics.
- Support the Director of Operations and Operations Coordinator with planning and executing annual events such as the AGM and Annual Human Rights Conference.

**Communications:**

- Make updates to the website as directed by the Membership and Communications Coordinator, Policy team and Director of Development.
- Responsible for all communications that are sent from NetCommunity, including set up and dealing with any issues that result.
- Maintain contacts lists for Membership and Communications Coordinator.
- Support the Membership and Communications Coordinator with administrative tasks related to creating and disseminating JUSTICE's key publications.

**General:**

- Represent JUSTICE at external events as required.
- Undertake any other relevant duties as required.

**Person specifications****Essential:**

- Excellent administration skills, organised and efficient with an eye for detail.
- Experience of prospect researching (ideally for trusts and foundations and corporations).
- Experience of administrative procedures and systems such as filing, record keeping etc.
- Experience of database management.
- Able to manage own workload, plan and prioritise.
- Able to work well individually as well as part of a team.

- Able to draft and present information clearly, accurately and appropriately in a variety of formats (e.g. letters, emails, reports).
- Strong customer service and interpersonal skills, able to respond to enquiries/queries by phone, email or in person.
- Accurate data entry ensuring data quality and accuracy.
- Computer literate with experience in using a range of office software packages (including Word, Excel, PowerPoint and Outlook).

**Desirable**

- Experience in assisting with event organisation.
- Experience of using Raisers Edge or NXT
- Experience of using social media and Wordpress.
- Experience of updating websites and using email marketing tools
- An interest in legal, social justice and human rights issues.