

JUSTICE

Communications Officer

Salary: £35,742 per annum | Permanent | Full time (flexible available)
London/hybrid | Great benefits | Important purpose | Inclusive culture

Candidate pack

Deadline: 11pm, Sunday 22 June 2025



*For a fairer UK justice
system within everyone's
reach*

ABOUT JUSTICE

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

Over our 67-year history 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 - from family and housing law to policing, benefits decision making, and much more – touching the lives of people across the country.

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.

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.

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 parties, 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.

OUR PEOPLE

JUSTICE has around 18 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 projects and co-host events with us, all of which ensures our work has expert input and broad reach.

ABOUT THE ROLE

We are looking for a motivated and organised Communications Officer to help us build a fairer UK justice system.

The postholder will translate complex legal issues into compelling, clear writing, and believe in the power of communication to change minds and build support for policy change.

They will communicate JUSTICE's work to our key audiences using press, digital media, and printed publications, and will report to the Head of Communications.

Responsibilities include working with journalists to gain coverage, managing our website and social media accounts, and producing printed materials. You will play a key role in communicating our work and improving engagement with our members and supporters.

We want someone who can learn and grow in this role so if you are a strong writer who is organised and passionate about our work but don't have every skill listed, we'd still like to hear from you.

KEY DETAILS

Job title	Communications Officer
Salary	£35,742 per annum
Hours	Full time (35 hours per week) Flexible working available.
Location	Hybrid, with minimum 1-2 days per month at our London office (EC4M).
Reporting to	Head of Communications
Start date	ASAP
Benefits include:	<ul style="list-style-type: none">• 35-hour working week with flexible working available.• 27 days' holiday plus bank holidays, plus time off between Christmas and New Year, a wellbeing day and a birthday day off.• 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!

JOB DESCRIPTION

The Communications Officer will communicate JUSTICE's work to our key audiences using press, digital media, and printed publications, to help us build a fairer justice system within everyone's reach. They will report to the Head of Communications. Responsibilities include working with journalists to gain coverage of JUSTICE's work, managing our website and social media accounts, producing printed materials, and supporting the Head of Communications with reports.

Key accountabilities:

- Produce relevant communications content that generates positive press coverage and good engagement across digital channels.
- Ensure communications reflect and resonate with our diverse members and supporters.
- Drive supporter and membership growth and engagement using communications.

Key responsibilities:

- Work closely with the Head of Communications and other stakeholders to create and deliver communication plans that align with organisational messaging.
- Create relevant and engaging content for print and digital to tell the story of JUSTICE and its work, including drafting press releases, quotes, pitches, webpage and social media copy, and emails.
- Produce and disseminate key publications, working with external stakeholders, including pro bono partners, agencies, and freelancers.
- Design publications and visual assets using software such as InDesign, Illustrator and/or Canva, and liaise with law firms' design teams when they produce these outputs.
- Day-to-day operational management of our website and social media channels, with support from the wider team.
- Manage press enquiries, maintain press lists, and build good working relationships with relevant journalists, with support from the Head of Communications.
- Problem solve and find creative ways to communicate key messages.
- Use strong attention to detail to proof and edit JUSTICE materials.
- Assist in promoting JUSTICE events using social media and email.
- Monitor, analyse, and report on supporter, digital comms, and press data to inform future strategies.
- Lead on JUSTICE's weekly internal e-newsletter and support the evolution of internal communications to staff.
- Ensure compliance with the JUSTICE's relevant policies including specific policies and legislation on social media, copyright, and media law.
- GDPR compliance when handling internal and external personal data.
- Stay informed about best practices in supporter engagement and communications.

PERSON SPECIFICATION

Knowledge & experience:

Essential:

- Experience in communications or a similar role within a membership organisation, NGO, or charity.
- Experience of creating engaging written content for a range of audiences.

Desirable:

- Understanding of digital communications best practices, including social media and email best practices.
- Experience of working with journalists to secure media coverage.
- Working knowledge of design tools such as Canva and InDesign, and/or experience making and editing video.

Skills & abilities:

Essential:

- Strong and engaging writing skills, with the ability to effectively convey complex ideas to a range of diverse audiences.
- Excellent organisational and project-management skills with the ability to prioritise a varied workload and respond to changes with agility.
- Strong attention to detail with the ability to edit and proofread written communications.

Desirable:

- Demonstrable ability to remain up to date with changing technology and approaches to digital communications.

Values & behaviours:

Essential:

- An interest in social justice and human rights issues.
- An audience-centric approach with a passion for building and nurturing engagement.
- A collaborative team player with the ability to work across departments.
- A proactive and innovative mindset.

APPLICATION PROCESS

To apply, please [click here to complete the application form and upload your CV.](#)

Closing date: 11pm, Sunday 22 June 2025.

Please note you cannot save your progress on the application form and return to it later. To see the long-form questions in advance, please [click here to download them.](#)

Please do not submit answers to the questions by email; they will not be considered.

Due to the high number of applications we receive we are unable to provide individual feedback to applicants who are not interviewed.

Interviews will be held on the week starting **7 July 2025**. Candidates may be required to complete a test as part of the interview process.

JUSTICE is an equal opportunities employer. We encourage applications from people of all backgrounds, but particularly welcome applications from individuals from marginalised groups, those with lived experience of the justice system, as well as those underrepresented in the legal professional including women, people of colour, trans and non-binary people, and disabled people.

Please note that we will not respond to any enquiries from recruitment agencies.