

The Access to Justice Foundation Programme Administrator

The Access to Justice Foundation

The Access to Justice Foundation (the Foundation) is a national charity solely focused on improving access to specialist legal advice and representation for vulnerable people. We achieve this through increasing funds coming into the sector and making grants to increase the reach of organisations seeking to improve access to justice. We are an independent funder supported by the legal profession.

We are looking to recruit an experienced and professional Administrator to support the effective delivery of the LIPSS Partnership. The Litigant in Person Support Strategy (LIPSS) is a national partnership working together to improve the experience of people facing the legal process alone. You will be joining a very friendly and driven team at a crucial and exciting time for the charity.

The Role

We are looking for someone who is proactive and motivated with an eye for detail. You will need to have excellent interpersonal skills and be comfortable working on your own initiative. Our passion is access to justice and you will need to share that.

Equal Opportunities

The Foundation promotes equal opportunities in their own functions and that of beneficiaries. We encourage applications from all applicants who meet the person specification irrespective of age, religion, gender, sexual orientation, disability or race.

Location and Access

We are all working from home at the moment, although we do have a small office space in central London for staff who need it. When we return to the office, we expect to have premises in central London. We welcome applications for flexible working, and would be open to this role being predominantly home working.

Job Description

Job title:	Programme Administrator
Salary:	£26,000-£28,000 p.a. depending on experience, holiday (25 days plus bank holidays) and pension
Reporting to:	Interim Grants Director
Hours:	9am to 5.30pm four or five days a week (we welcome applications for flexible working)
Contract:	8 months fixed term contract
Closing date:	18 th December 2020
Interviews:	w/c 3 rd January 2021

Main Duties and Responsibilities:

- a. Support the smooth administration of the LIPSS grants programme, including the application process, informing applicants of the outcome of applications and issuing of reporting reminders.
- b. Maintain the on-line and offline filing system for the LIPSS grants programme.
- c. Coordinate submissions of internal and external grantee reports from across England and Wales.
- d. Arrange travel for the Project Management Team and grantees as required.
- e. Arrange meetings with LIPSS CEO Committee, Senior Staff Committee, external bodies and grantees as required.
- f. Ensure the smooth running of all meetings including attendee invitations, reminders and room bookings.
- g. Take accurate minutes and record actions arising from the meetings, following up with staff to ensure actions are completed in a timely and efficient manner.
- h. Ensure grantee contact details and grant information are accurate and up to date on Salesforce.
- i. Represent LIPSS at internal and external events as required.

Note – This job description does not form part of the Contract of Employment.

Person Specification (or the qualities you will need, in no particular order)

Essential Criteria:

- a. Enthusiasm for the cause and our work
- b. Proficiency in Microsoft Office
- c. Excellent organisational skills
- d. Excellent attention to detail
- e. Ability to prioritise a varied and busy workload
- f. Understanding of the need for strict confidentiality
- g. Ability to work alone and in a small team
- h. Excellent and accurate writing and minute-taking
- i. Good communication skills
- j. Ability to exercise initiative

Desirable Criteria:

- a. Familiarity with the Access to Justice Sector
- b. Experience of grants administration
- c. An understanding of the need for good charity governance
- d. Experience of using databases

This post may entail attendance at events and other work outside office hours. Overtime is not paid but time off in lieu is given for extra hours worked, subject to the demands of the service.

Please apply with your CV and a tailored cover letter setting out how you meet the specified criteria.