

Job description and person specification

Job title	Legal administrative and projects support officer
Reporting to	Legal director
Job location	Office is based in London, N1
Salary	£24,200
Hours	Full time

About the Howard League for Penal Reform

The Howard League for Penal Reform is the world's oldest penal reform charity, with a proven record of delivering change. Our work has led to the abolition of capital punishment, an end to the ban on sending books to prisoners and a massive reduction in arrests of children. Our legal team has supported thousands of young people in prison to achieve the help they need and challenge injustice.

Purpose of the post

This post forms part of the legal team which contributes to the charity's core aims of less crime, safer communities and fewer people in prison.

The Howard League's legal team specialises in providing legal advice and assistance to children and young people aged 21 and under in the criminal justice system.

The legal administrative and projects support officer will deliver and develop the work of the legal team and the Howard League. The successful candidate will:

- Be responsible for the smooth and efficient running of the administration of a busy and friendly team working on individual cases and issues of intense public concern
- Support the team to deliver its project work
- Work as part of the legal team to further the aims of the charity.

Job Description

The post holder's main tasks will be:

- Providing key support to the legal director in her work as a national lead on challenge for the rights of children and young adults in both policy and legal issues
- Supporting the legal director and the rest of the team with legal administrative and compliance tasks, including opening and closing

- files, preparing files for billing, archiving, photocopying and scanning
- Attending Howard League activities and functions as appropriate
- Working as part of the whole office team.

Note: Such other tasks as may be required from time to time for the competent performance of the role.

Person Specification

The post holder will be able to demonstrate the following knowledge, skills and experience:

Essential

- A commitment to social justice and human rights
- Excellent organisational skills including the ability to prioritise effectively and plan ahead
- Strong verbal and written communication skills
- Excellent IT skills including proficiency in Microsoft Word, Excel and Adobe Acrobat
- Experience of handling sensitive and confidential information in a discrete and trustworthy manner
- Experience of and willingness to work independently and with initiative as well as with others as part of a team; and
- Flexible approach to work

Preferable

- Knowledge and understanding of youth justice, criminal and/or the prison system
- Experience of legal administrative and compliance tasks
- Experience of using a legal case management system
- Experience of working with children and young people; and
- Experience of working in the voluntary sector

Conditions of Service

The post is full time, permanent and with a six-month probationary period. The post holder will be subject to an enhanced disclosure & barring service check.

The terms and conditions are as laid out in the contract of employment and the office handbook and include 30 days paid leave plus statutory days and 10% contribution to the Howard League workplace pension scheme.

Candidates must be eligible to work in the UK.

As an inclusive employer the Howard League actively encourages applications from Black candidates and minority backgrounds as we believe that the organisation should reflect the wider community.

Application

Application should be by the Howard League [application form](#). Please e-mail the completed application to info@howardleague.org

Closing date is 5pm on 30 September 2021.

The first round of interviews will be held on 7 or 8 October 2021 and second round interviews will be held on 13 October 2021.

It is anticipated that interviews will be in person at the charity's office.