



Administrator

Information and guidance notes for applicants

Application pack content:

- Details of how to apply
- Information about Just Fair
- The job description and person specification for the role

How to apply

To apply, please send your CV and cover letter (no more than 2 pages of A4). Your cover letter must demonstrate how you cover all the requirements in the person specification.

You should also provide details of two people who have agreed to act as a referee for you. One referee should be your current or most recent employer.

Applications should be made by **9am noon on Tuesday 2 of November 2021** and sent to info@justfair.org.uk.

Interviews are expected to take place on Thursday 11 of November via Zoom.

Equal Opportunities

We welcome applications from people of all backgrounds in respect of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

Please complete the equal opportunities monitoring form (optional) and return to info@justfair.org.uk.

About Just Fair

We are a small specialist human rights charity working on economic, social, and cultural rights (ESCR) in the UK.

Founded in 2010, we combine specialist ESCR monitoring and evidence-based research, campaigns and advocacy with movement building around social rights. We work towards achieving our strategic objectives as set by our leadership team and the communities with whom we work, often in partnership with other organisations and stakeholders.

At the heart of our theory of change is a commitment to bring about social justice through the better protection, respect, and fulfilment of ESCR.

We seek to achieve this change by working on the following:

1. ESCR monitoring and evidence-based research
2. ESCR campaigns and advocacy
3. Social rights movement building
4. ESCR communications and awareness building

We have an engaged and active trustee board and a small staff team, which we are actively seeking to grow. We are currently funded by the Joseph Rowntree Charitable Trust, the Tudor Trust, the Paul Hamlyn Foundation, the Barings Foundation, and the National Lottery Community Fund.

We are a registered charity, no. 113184 and Private Company Limited by guarantee, company no. 07394478.

You can read more about our work on our [website](#).

Administrator

Job description

Accountable to	Director
Location	Home based
Working hours	7.5 hours per week to be worked flexibly
Salary	£22,000 pro rata.
Duration	5-month initial fixed term contract, with high likelihood of extension as funding allows.

Job purpose

This role is key to ensuring Just Fair works efficiently and effectively. Providing vital administrative support, the post holder will be a proactive self-starter who is committed to social justice and human rights, and is highly organised, efficient, and able to work on their own initiative.

Main duties and responsibilities

1. Lead on the organisation's administrative and logistical support.
2. Maintain effective and efficient administrative and office systems, including policies and procedures, filing, and recording systems.
3. Complete processing of invoices and maintain basic financial records.
4. Ensure compliance with data protection and other rules applicable to small charities, including the requirements of Companies House and the Charity Commission

Person specification

Essential

1. Strong IT skills, including proven Word, Excel, and Outlook experience.
2. An excellent communicator, verbal and written, with impressive interpersonal skills.
3. A self-starter who is organised and able to manage own workload.
4. Strong attention to detail and a proven ability to produce accurate work.
5. Impressive time-management, organisational and prioritisation skills.
6. The ability to maintain filing, database and recording systems.
7. Commitment to the principles and values of equality, social justice, and human rights.
8. Ability and readiness to work flexibly and remotely.
9. Ability to work effectively as part of a small team.

Desirable

1. Basic accounting skills.
2. Experience of working within a charity.