**Community Justice Scotland**

Ceartas Coimhearsnachd Alba

Admin Officer

Business Team

Recruitment Pack

July 2021

**Contents**

1. Overview
2. Your Role: Your Strengths
3. Main Duties
4. Essential criteria
5. Desirable criteria
6. Flexible Working
7. How to Apply

**1 Overview**

Launched on 1 April 2017 by the Community Justice (Scotland) Act 2016, Community Justice Scotland (CJS) is the national body for community justice in Scotland. Find out more: <https://communityjustice.scot/>

* We provide leadership, training and insight to support partners to prevent offending and reduce the number of future victims.
* We work to change the conversation about justice, increasing understanding and support for what will make Scotland better for all of us.
* We give expert evidence and detailed briefings to parliament, helping to shape laws and policies to be the best they can for everyone in our community.
* We work with our partners and help drive change by identifying improvements and challenges in our community justice system.
* We identify worldwide expertise, best practice, and introduce fresh ideas which inspire innovation and change.

Our vision is to make Scotland a safer place to live by leading and promoting world-class standards of community justice. This will only be possible with support from across our society, including from partners, third sector, those impacted by the justice system, the public and beyond.

**Role: Admin Officer - Business Team**

**Salary: £24,184**

**Contract**: **Fixed term - until July 2022 ( maternity leave cover)**

**2** **Your role: your strengths**

You will be part of the Business Support Team consisting of a Business Manager and Executive Assistant (EA) to the Chief Executive. You will provide cover for the EA as well as business support to the wider CJS team and the CJS Board. It requires someone who has strong attention to detail, is organised and adaptable who enjoys working as part of a team and on their own individual tasks. You will be great at building relationships and a strong communicator.

**3 Main Duties**

* Provide business support to the wider CJS team, such as booking travel and accommodation, room bookings, stationary orders and catering requirements as necessary.
* Attend team meetings providing support in organising and taking minutes.
* Take the lead on facilitating team members meeting in office locations, leading on organising, tracking invoices, preparing the venues with equipment and keeping accurate online records.
* Provide admin support in arranging events and delivery of projects.
* Minute taking and administrative support to the CJS Project Support Group (PSG)
* Other admin duties include; monitoring the CJS generic mailbox, providing support around information management and regular maintenance of the corporate section of the CJS website.
* The Business Team also provide support to the CJS Board Members. In this role you will be required to provide secretariat support; processing and monitoring Board Members fee claims.
* Be proactive in engaging with the different teams across the organisation to grow your understanding of the admin requirements across the organisation.

**4 Essential**

* Excellent administration and organisational skills with the ability to prioritise and plan workload to deadlines.
* Excellent verbal and written communication skills along with confidence in engaging with senior staff within CJS and its stakeholders.
* Ability to work effectively as part of a team and on your own individual tasks.
* A good working knowledge of Microsoft packages including Word, Outlook and Excel.

**5 Desirable**

Experience of working in a non-departmental public body (NDPB).

**6 Flexible Working**

CJS offers flexible working. We are based in Edinburgh and currently remote working in line with Scottish Government advice.

**7 How to Apply**

Please send us your CV and a covering letter that details how you meet the criteria for the post.

**If you have any questions, please do not hesitate to get in touch via at**

[HR@communityjustice.scot](mailto:HR@communityjustice.scot)

As a Disability Confident employer we will guarantee an interview to disabled candidates who meet all of the essential criteria. If this applies to you please include ‘**DC eligible’** within your submission email.

**Closing date for applications is Tuesday 3rd August at 5pm**

**Interviews will take place via Zoom on Thursday 12th and Friday 13th Aug 2021**

**Any questions you can contact Nina Rogers, Head of People on 07557 647 849.**

Community Justice Scotland

R1 Spur

Saughton House

Broomhouse Drive

Edinburgh

EH11 3DX

<Tel:0300> 244 8420

[www.communityjustice.scot](http://www.communityjustice.scot)

|  |  |  |
| --- | --- | --- |
|  |  |  |