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**Restorative Justice Administrator**

**Salary £26-28,000 21 hours/week**

The Why me? Restorative Justice Administrator is a new post created to support the Director to support the growth of this exciting organisation. The charity was set up by Will Riley, a victim of crime, who went on to meet the man who burgled and assaulted him in a Restorative Justice meeting. Restorative Justice gives victims a voice and enables them to talk about the impact of the harm caused by the crime. For people who commit the crime, they have an opportunity to listen and understand about the impact of their actions. RJ offers a solution to many people caught up in crime.

In its tenth year, Why me? now needs an experienced and highly organised individual to join the seven part-time staff so that we can expand the campaigning activities, strengthen the Restorative Service, develop income generation, and ensure good governance.

Working closely with the Director, some of the areas of work will include:

* Ensuring good governance of the charity
* Supporting the HR process to include recruitment, DBS checks, staff inductions
* Purchase and maintenance contracts for IT equipment, software
* Support monitoring and evaluation through solid data management to include GDPR
* Event and training administration

The post holder will be line managed by and report to the Director, Lucy Jaffé. Strategic governance of the project is by the Board of Trustees

Hours: 21 hours/week - working days to be arranged

Salary: £26,000 pro-rata

Holiday: 20 days pro-rata plus bank holiday pro-rata

Start date: 1st October 2019 or date to be arranged

Deadline for application 5th  September 2019 midnight. Interviews 12th September.

Location: Can Mezzanine, 7-14 Great Dover Street, London SE1 4YR at the time of writing. This may change. Working from home by negotiation.

**Special requirements**

This post is subject to registration with and clearance from the Disclosure & Barring Service. Hours of work will involve some weekends and anti-social hours.

Why me? is an Equal Opportunities employer and we welcome all applications regardless of race (including nationality and ethnic origin), gender, disability, sexual orientation, religion/belief or age.

**Job description overleaf.**

**Job Description: Restorative Justice Administrator**

**£26-28,000 pro-rata**

**JOB DESCRIPTION**

1. **WORKING HOURS & HOLIDAY**

This post is 21 hours a week with hours and days to be arranged. The post holder will be required to work at times at weekends and evenings. The salary is £26-28,000 pro-rata. The post holder needs to be within easy reach of the Why me? office. (London). Working arrangements can be discussed to suit both parties.

Holiday entitlement is 20 days per year plus the period between Christmas and New Year when the office is closed all of which is on a pro-rata basis. Terms and conditions on request.

1. **JOB SUMMARY**

* To ensure good governance of the charity
* To support the HR process to include recruitment, DBS checks, staff inductions
* To support monitoring and evaluation of projects and activities through data management to include GDPR
* To administer events and training sessions
* To process invoices and set up bank payments for authorisation
* To establish and maintain administrative systems, such as IT support, to support the work
* To cooperate and communicate with Why me? staff, volunteers, ambassadors and trustees
* To assist with other Why me? duties as and when required

1. **RESPONSIBILITIES**
2. To ensure good governance of the charity
   1. Organise quarterly Board meetings, including room booking, minute-taking, document preparation
   2. Work with Chair and Director to support trustee recruitment, training, induction, attendance log, information
   3. Ensuring that all regulatory reporting fulfilled.
3. To support Human Resource function
   1. Recruitment, interview, induction and training of staff and volunteers; also DBS checks, employee insurance
   2. Assist Director by maintaining and developing systems to monitor staff training, development, probationary period, equal opportunities monitoring.
4. To support monitoring and evaluation of projects and activities
   1. Development of CRM system (Lamplight and MyRJ) to monitor projects and report
   2. Responsibility to support Director so that organisation GDPR compliant
   3. Work with team members to report to funders.
5. To administer events and training sessions
   1. Administer and support events and training sessions
6. To process invoices and set up bank payments for authorisation
7. To establish and maintain administrative systems, such as IT support, to support the work
8. To cooperate and communicate with Why me? staff, volunteers, ambassadors and trustees
9. To assist with other Why me? duties as and when required
10. General requirements of the post
    1. Understand and comply with national and local RJ standards.
    2. Attend training to comply with Why me? standards
    3. Attend and contribute to meetings as required
    4. Work with and report to line manager on a regular basis.

**Person specification – all essential**

1. Experience of office administration, with proven highly organised approach.
2. Good interpersonal skills.
3. Excellent communication skills, oral and written.
4. Accuracy and attention to detail.
5. Strong IT skills (Word, Access, Excel, e-mail) and ability to work in digital office i.e. online data systems.
6. Highly organised, proactive and flexible, with excellent project management skills and a track record of meeting tight deadlines when working in team.
7. Excellent time-keeping and reliability
8. Commitment to equality of opportunities.
9. Ability to write and speak English fluently

You may have experience of the following: Office Administrator, Business Administrator, Team Administrator, Administrative Assistant, Customer Service Advisor, Customer Service, School Secretary, Personal Assistant.