Job Title: Personal Assistant and Administrator  
Hours: Full time 5 days per week  
Salary: £27,000 - 30,000 p/a (depending on experience)  
Application Deadline: 11.59PM BST on Sunday 11th July 2021  
Contract: permanent contract (with a 3 month review period)  
Start date: as soon as possible  
Location: To work remotely from anywhere in the UK until HJL offices in Central London are reopened, at which point it will be essential to come in (please note we will only reopen our offices when it is safe to do so)  
Responsible to: Executive Director  

Purpose of the role:  
We are seeking a full time Personal Assistant and Administrator to provide office and administrative support to Healing Justice Ldn’s Executive Director. Duties will include all-round personal assistant support (for list of responsibilities, please see below). As our Executive Director is a writer and curator involved in a wide variety of activities and projects, the successful candidate will be experienced and confident in communicating with a wide range of people and will have excellent copy editing and writing skills.  

About Healing Justice Ldn  
Healing Justice Ldn (HJL) creates safe spaces for healing for communities that are marginalised. We are inspired by social, disability and health justice, embodiment, creative-arts therapy and
trauma-informed practice, involving deep listening and authentic lived experience participation. We merge theory with practice to reimagine wholeness and wellbeing at the intersection of adversity, disadvantage and oppression. We are led by people of colour and lived experience, working on the intersections of oppression, health, healing and liberation practice. We seek to undo harms, repair, vision and sustain futures possible free from intimate, interpersonal and structural violence.

The kind of skills we are looking for (Person Specification):

We expect the applicant to meet most of the essentials listed here, and some of the desirable skills. A university degree is not a requirement, and experience can be from a paid or unpaid context.

Responsibilities:

- Providing PA and administrative support (includes calendar management, scheduling, travel and accommodation arrangements etc).
- Setting up meetings (currently online but when in person, this may include sorting venue and catering), minute and note taking.
- Transcribing email correspondences and longform written texts.
- Copy editing and proofreading.
- Personal website management.
- Financial administration (invoicing, expense claim preparation and tracking, tax form completion etc.).
- Other personal administrative tasks.

Essential:

- Excellent written and verbal communication skills.
- Good copy editing, proofreading skills and research skills.
- Excellent organisational and time management skills.
- Ability to manage busy diaries and attention to detail.
- Minimum 4 years experience in a PA role / administrative position.
- Comfortable liaising and interfacing with a wide range of people, using different communication styles when appropriate.
- An understanding of confidentiality as this role involves handling personal information.
- Experience with software such as Gsuite, Zoom, Dropbox etc.

Desirable skills:

- An awareness of trauma-informed approaches.
- An awareness of anti-oppression, including disability justice, abolition, transformative justice practice.
Knowledge of Healing Justice Ldn.

Please note that this role requires some flexibility as the Personal Assistant and Administrator may occasionally be required to provide support on weekends (in these occasions time off in lieu will be offered). This job would suit someone who has experience in providing administrative and PA support, is comfortable working on their own, taking initiative, can work quickly and can be responsive and adaptive to sensitive and emerging issues, such as, sickness, political climate/uprisings, supporting frontline and grassroots groups.

How to apply

**Application Deadline:** 11:59PM BST on Sunday 11th July 2021.

Please submit your application by completing [this form](#) by 11:59PM BST on Sunday 11th July 2021, as part of this form you will be required to submit a CV (2 pages max).

Interviews: We will be holding interviews w/c 19th July by Zoom with shortlisted candidates.

Building Justice and Equity In Our Work

Healing Justice Ldn strives to build equity both in its recruitment and in its work. We oppose all forms of unlawful or lawful discrimination on the grounds of colour, race, nationality, ethnic or national origin, class, gender, sexuality, religion, age or disability.

The successful candidate will be selected purely on the basis of how well they fit the person specification, as judged by their application materials and their interview performance.

*We encourage applications from people of colour and those from working class backgrounds. Where two or more candidates are judged to be of equal merit, priority may be given to a person of colour/the candidate who belongs to a less well-represented group or a group that is subject to marginalisation.*

Let us know if there are any access needs or adjustments you'd like us to make in the application and interview process in view of a disability, access or health issue.

If you would like to discuss the role or the application process informally, contact us at info@healingjusticeldn.org. If you are unsure about something in the person spec, please get in touch!