



Administrative Coordinator - Recruitment Pack

Job summary

Job title: Administrative Coordinator

Salary: £ 15,000 pa (pro rated) (FTE £30,000 pa)

Contract: 12 month fixed term (maybe extended subject to funding).

Job Type: Part-time

Working hours: 4 hours each day, 5 days per week.

Location: Healing Justice London's office in North London.

Responsible to: Head of Operations

Benefits:

- 4% Pension contribution
- Individual pastoral care budget
- Individual professional development budget
- Enhanced annual leave provisions beyond the statutory minimum including a winter break
- Birthday leave and present
- Regular staff training on somatics, trauma and resilience
- Paid membership to Health Shield (Providing 24/7 health/wellbeing support services and benefits, discounts, and deals with thousands of brands).
- Free office refreshments
- Season ticket loan
- Enhanced parental leave pay

Key dates:

Application closing date: 15th April

Interview date: Likely to be first two weeks of May

Start date: ASAP

About the role

Healing Justice Ldn is a small, women of colour led organisation, which builds community-led health and healing to create capacity for personal and structural transformation. HJL cultivates embodied competencies, political analysis and creative capacities within movements and communities stewarding life affirming infrastructures for community



centred health. Our vision is a world with abundant, accessible community health and healing.

We are seeking a part time Administrative Coordinator to provide office and administrative support to Healing Justice Ldn's Executive Directors. As an Administrative Coordinator you'll also play a crucial role in assisting with ensuring the efficient and smooth operation of our office. Duties will include all-round administrative support (for list of responsibilities, please see below) as well as some operational support to the Head of Operations.

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.

As the primary focus of this role is to support office management, the successful candidate will be required to work in the office every day for the first three months and thereafter this may be reduced to 3 days per week.

Main tasks and responsibilities:

- Managing the Executive Co-Director's calendars
- Preparing and sending out agendas and papers for internal and external meetings and following up on the agreed actions after the meetings.
- Supporting the Executive Co-Directors with preparation for meetings, as well as for other engagements as required (this may include trainings, speaker engagements, press and media engagements, coaching sessions etc.)
- Where appropriate, attending meetings and taking minutes and notes.
- If requested, attend events on behalf of the Executive Co-Directors
- Providing administrative assistance, such as managing team inbox, filing, preparing presentations, copying, scanning, responding to enquiries etc.
- Writing and editing emails, drafting memos, and preparing communications on the Executive Co-Directors' behalf.
- Transcribing email correspondences and longform written texts.
- Copy editing and proofreading.
- Financial administration (invoicing, expense claim preparation and tracking).
- Greeting & escorting visitors and providing general support



- Booking travel arrangements on behalf of the team
- Ordering & maintaining office supplies
- Collecting office deliveries
- Maintaining HJL Asset Register
- Developing and maintaining Contacts database
- Developing and maintaining Resources database
- Organising & scheduling team meetings
- Assisting with website maintenance

Personal specification

Knowledge and experience

Essential:

- Ability to be self-motivated - working on your own or as part of team
- Excellent written and verbal communication skills
- Attention to detail and ability to maintain confidentiality
- Comfortable liaising and interfacing with a wide range of people, using different communication styles when appropriate
- Ability to manage multiple busy diaries
- Good copy editing, proofreading skills and research skills
- Strong organisational and time management skills, with the ability to prioritise multiple tasks effectively.
- Experience with software such as Gsuite, Zoom, Dropbox etc.
- Minimum 4 years' experience in a PA role / administrative position

Desirable:

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

Values and behaviours

- Anti-oppression values and practices, including anti-racism, anti-ableism, anti-classism, and gender diversity, and recognises the importance of an intersectional abolitionist approach to social and healing justice.



- Commitment to radical dreaming and visioning, joy, art and creativity to practise and rehearse liberation and contribute to collective space for change.
- Ability to reflect and learn, including sharing uncertainties and failures. Commitment to personal learning and creating a learning culture with time for reflection and ability to change course. Openly taking feedback from the team and members of our community on your behaviours and work.
- Emotional intelligence, including a growing ability to empathise with and appreciate others, creating opportunities for those you work with to grow and develop.
- Commitment to building healthy and sustainable practices for yourself and nurturing this in our team by demonstrating self and collective accountability and responsibility in our work environment.

Application and interview process

To apply for this role:

Application is by way of **CV and responses to the following questions** (which should be no more 1,500 words):

1. What is it that drew you to applying for this role at Healing Justice London?
2. Please provide an example of how you handled conflicting priorities. How did you prioritise and manage your time effectively?
3. Please share an experience where you had to provide exceptional support to an executive or senior leader. How did you anticipate their needs and ensure their expectations were met?

Applicants must have the right to live and work in the UK.

Our work is rooted in our foundational values of anti-oppression, disability justice, lived experience centred and abolition. We particularly welcome applications from marginalised groups, especially people of colour and other ethnic minorities, people who identify as LGBTQIA, Disabled people, working class folks, and / or those who have been historically excluded. **We invite anyone who does not have lived experience with systems of oppression to reflect on their suitability for this role before applying, and to address this in the application if they choose to apply.**



If you would prefer, you are welcome to send us a short video or audio file (no longer than 5-8 minutes) in response to the questions above.

In order to ensure we are doing all we can to encourage applications for people of all backgrounds, we need to collect monitoring data. Please complete and return the attached [Equality & Diversity form](#) with your application. Questions are entirely optional and your answers will be treated confidentially and will in no way affect your application.

Applications should be sent to: Khatija Seedat, Head of Operations, HJL:
khatija@healingjusticeldn.org

Dates:

APPLICATION CLOSING: 15th April

INTERVIEWS: Likely to be first two weeks of May

If you fancy a chat about the role or have any questions about Healing Justice London in general, you can reach out to us via email on info@healingjusticeldn.org, and we'll direct you to the right person in the team.

Accessibility: Please let us know if you have any accessibility requirements which we might need to consider in relation to the selection process. Any requests will not affect the decision making itself. Please let us know if you would like to receive this information in a different format.