



Joining forces to end
modern slavery.

**Executive Assistant
Team Administrator**

JUSTICE & CARE

Who we are

Justice and Care exists to bring freedom to people and communities living in the grip of slavery. We rescue men, women and children who have been brutally exploited. We restore their lives. We fight slavery, pursuing and dismantling criminal networks and bringing perpetrators to justice. We secure communities at risk from traffickers and spark systemic change.

Our programmes includes work in Bangladesh helping to spot victims of human trafficking as they are being taken across borders and the pursuing of those responsible through the courts. In Romania, we are helping to bring victims home and raise awareness about the risks of being trafficked. In the UK, we work alongside police to provide critical support to victims. Our work is always victim centric and focused around how to help create systemic change.

We have a strong track record of impact:

- **5,063** people rescued
- **1,134** suspected traffickers arrested
- **4,157** survivors supported
- **1,275** exploiters prosecuted
- **51,164** police officers, public prosecutors, and community leaders trained in trafficking awareness

Our work has led to major systemic change in India, Bangladesh and the UK. It is also award winning – in 2020 securing a coveted Thomson Reuters Stop Slavery Award for our work in Bangladesh and the ‘Breakthrough of the Year’ in the UK’s Third Sector Awards for our Victim Navigator Project. In Romania, we have been given a SocNET (Serious Organised Crime Network) Award for our outstanding contribution to counter Modern Slavery and Human Trafficking, and in Scotland we were recently recognised as “Policing Partner of the Year” by Police Scotland



Justice and Care is an equal opportunities employer. We value the strength of a diverse workforce and encourage applications from people with disabilities, Black, Asian or Minority Ethnic (BAME) backgrounds, LGBT+ and from different socioeconomic backgrounds.



Purpose of the role

We are recruiting for a new role providing EA support to the CEO and administrative support across the organisation. This role will be a key part of our team and play a vital role in helping us achieve our vision.

The successful candidate will be highly organised with strong interpersonal and communication skills with the ability to build relationships with a wide variety of individuals, internally and externally. Reliability and a can-do, proactive attitude is a must, along with having an outstanding commitment to understanding, fulfilling and anticipating the team’s needs and priorities.

Position in the organisation

This role will report to the Head of HR but will provide EA support to the CEO and ad hoc support to other members of the Senior Leadership Team. The role will provide administrative support across the organisation so will work alongside all teams.

Main responsibilities

Your key responsibilities include, but are not necessarily limited to

Executive Assistant

- High volume diary management for the CEO and providing ad hoc diary support for other members of the Senior Leadership Team.
- Management of expenses for the CEO.
- Management of Board meetings including coordinating dates, venues and preparing and circulating Board reports.

Office Management

- Liaising with suppliers / brokers
- Relationship management with office landlord
- Overseeing office supplies and equipment

Event/Travel Management

- Internal event organisation (e.g. staff away day, Christmas party, Leadership meetings), including budget management, venue booking, overseeing delivery on site.

- Management of travel arrangements for the CEO and ad hoc management for other members of the Senior Leadership team.
- Hosting visitors to the UK office including management of travel arrangements and itineraries.

Team Administration/Point of Contact

- General team administration including managing video conferencing, team calendar events, upkeep of Intranet and shared team documents.
- Managing the relationship with the IT contractor, procuring IT equipment and dealing with any breakages
- Managing work experience placements in the London office.
- Organising and taking minutes for key meetings.
- Point of Contact - being the first point of contact for general external enquiries, overseeing our generic email address (hello@), managing calls on the office phone and managing physical post.

Other duties that may arise from time to time.



Person Specification

Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience working in an administrative role • Experience working in the charity sector
Skills/Abilities	<ul style="list-style-type: none"> • Highly organised with ability to prioritise and manage multiple tasks. • Initiative/Proactive • Ability to problem solve in a pressurised environment, work autonomously and be very proactive in approach • Work to deadlines • Relationship building • An excellent communicator, with outstanding verbal and written communication skills
Personal Qualities	<ul style="list-style-type: none"> • Positive and confident • Enthusiastic, can-do attitude. • Passionate to do whatever you can to combat modern day slavery • Adaptable – with a desire to learn and pioneer • Love working as part of a team • Listening Skills • Capable of working independently
Other Comments	<ul style="list-style-type: none"> • All roles require a DBS check

Information for Applicants

Job Title:	Executive Assistant/Team Administrator
Contract Type:	Permanent
Location:	London office but with hybrid working
Salary:	£28,000
Working Hours:	Full time 37.5 hours (For this role we are open to discussing the possibility of reduced hours, flexible start and finish times, or compressed hours.)
Annual leave:	27 days pro-rata + statutory bank holidays + birthday leave
Benefits:	<ul style="list-style-type: none">• Workplace pension scheme• Death in service• Private health care
New staff service:	6 month probationary period

Safeguarding

Justice and Care prioritises Safeguarding. As part of our commitment to the protection of children and vulnerable people in our work, any offer of employment with Justice and Care will be subject to satisfactory pre-employment checks. Such checks may be updated periodically during the course of the period of employment. Justice and Care also participates in the Misconduct Disclosure Scheme. In line with this Scheme, we will request information from successful candidates' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms his/her/their understanding of these recruitment procedures.

How to apply:

You must have the right to work in the UK.

To apply for this role, please send your full CV and a covering letter of no more than 1,500 words setting out your suitability for and interest in this post. Your covering letter should explicitly address the candidate requirements outlined above. Interviews will be scheduled as applications are received. **The closing date for this role will be on 5 August 2024.**

Today, thousands of children will become slaves. Taken to work in brothels, sweatshops, as domestic workers. One every 30 seconds. Do you care about this? As in really care?