

SENTENCING ACADEMY

Why Work for Us?

The Sentencing Academy is a charity with specialist knowledge and expertise centred and developed around evidence-led sentencing. Our work impacts upon the whole of society as we champion effective sentencing practices that reduce re-offending, provide justice to victims, and promote public confidence.

We value effective communication, meaningful collaborations, smart growth and the skill, experience and insight of our staff, researchers, practitioners, and partners who work within the criminal justice system.

We have a flexible supportive working environment encouraging personal development, skill sharing and using learning to inform continuous improvement. Everyone is given a laptop to help facilitate hybrid working, to achieve a good work-life balance.

Our benefits package includes employer's pension contribution at 5%, annual leave of 25 days for full time employees, pro-rata to 10 days for this role along with additional paid leave whilst the charity is closed across the Christmas break and an attractive central office base in London (reasonable travel expenses will be met by the organisation).

You will enjoy working in an inclusive organisation working cooperatively with the Directors, staff, consultants, and external partners providing operational support. Those who work with us and for us all have an opportunity to help shape the organisation in the delivery of its purpose. To date we have accomplished a great deal as a small charity, but we now need your help to administratively support the work of the charity and how we communicate and share our achievements and findings.

The Role

The charity is going through a period of planned growth and expansion and now needs an experienced administrator to help support key operational functions around financial processing, HR support and operational administration. We are looking for an efficient, effective highly organised team player who has good communication skills; likes to work in a varied environment and independently on a hybrid basis.

This new role will be line managed by the Director of Operations but will liaise closely with all the Directors and Heads of Service providing an opportunity to underpin the key activities of the charity.

If you are self motivated, possess the skills and expertise we are looking for and are wanting to join and be part of a growing organisation then we look forward to receiving your application.

Should you have any queries or questions about this position please contact Sarah McManus on s.mcmanus@sentencingacademy.org.uk