

Work with PLP and help people get access to justice

JOB TITLE:	Office Administrative Assistant
CONTRACT TERM:	Fixed term for one year (potential to be made permanent on review at end of initial term)
LOCATION:	Central London (King's Cross)
HOURS:	Part time (21 hours per week with flexibility over work pattern, ideally able to work some hours most days)
SALARY:	£20,320 pro rata (additional annual cost of living increase pending) and 10% pension after one year
CLOSING DATE:	9am Monday 17 July 2017
INTERVIEWS:	Tuesday 25 July 2017 (to be confirmed)

This is a fantastic opportunity to join a unique, award winning legal charity and NGO based in Central London.

PLP is a national legal charity founded in 1990 with the mission to improve access to justice for those facing poverty, discrimination or other disadvantage, through legal aid casework, research, policy initiatives and training.

The Office Administrative Assistant will help the PLP achieve its mission by assisting the effective day-to-day operation of the charity. The right candidate will be able to handle a diverse range of duties including:

- Assisting with office finances
- Helping to maintain a tidy, well-supplied and professional office environment
- Handling visitors, phone-calls and out-going post
- Assisting the Director and senior staff with travel bookings, meeting arrangements and routine admin

Your efforts will enable the rest of the PLP team be more efficient and effective in their work standing up for the poor and marginalised where government and public bodies have made unfair or illegal decisions that affect them.

This is a new role at PLP to help meet the increasing support needs of our expanding team. As such the post is offered as a one year fixed term contract, before the end of the contract term we shall review the needs of the organisation with a view to making the post permanent.

The successful candidate will be a team player, highly organised with good numeracy and communication skills. Experience in a relevant role is highly desirable.

For more information and to apply please visit www.publiclawproject.org.uk/jobs and send your completed application form to: c.king@publiclawproject.org.uk

PLP values: Equality. Integrity. Expertise. Teamwork. PLP is an equal opportunities employer. PLP welcomes applications from individuals with a disability whatever their impairment. Applicants should note that our current building is located over four floors and regrettably has no lift facilities. If you have a disability which you think may interfere with your ability to do the job as described, please let us know and PLP will make reasonable adjustments both at interview and on appointment. PLP is a company limited by guarantee and a registered charity (No 1003342). Legal Aid Lawyer of the Year Awards Winner 20015, Halsbury Legal Awards 2013 Winner - Special 'Rule of Law' Award, The Guardian Charity Awards 2012 winners.