



Public  
Law  
Project

# Information pack Executive Officer

June 2026





## Who we are

At Public Law Project (PLP), we work to champion fundamental rights and hold power to account. Our work has played a crucial role advancing fairness in our society. In recent years this has included:

- Fighting against the Rwanda deportation policy and the renegeing on Windrush commitments
- Revealing the impact of DWP deductions to benefits and the lack of lawful consultation on cuts to disability benefits affecting 100,000 people
- Sector leading research warning against overreliance on remote advice as a substitute for in-person support and documenting unmet legal need of asylum-seekers in south-west England
- Preventing the implementation of draconian and unconstitutional anti protest laws
- Being a leading voice on public sector use of AI

## About Public Law Project

We are researchers, lawyers, trainers and public law policy experts. The aim of all of our work is to make sure that state decision-making is fair and lawful and that anyone can hold the state to account.

For over 30 years we have represented and supported people marginalised through poverty, discrimination or disadvantage when they have been affected by unlawful state decision-making.

## The role

This is an important role at the heart of PLP. You will help our leadership team and governance structures work smoothly and effectively, enabling senior colleagues to make the best use of their



time in delivering PLP's mission. You will support governance functions and create opportunities for colleagues to connect, collaborate and strengthen the sense of community at PLP.

We are looking for someone who is highly organised and detail oriented with strong communication skills. You will build relationships with a wide range of people including external partners, people in senior roles and new and junior colleagues. You will enjoy being a catalyst for team impact, supporting collaborative leadership and helping to promote and sustain a thriving culture.

We welcome applications from a wide range of people with relevant skills or experience. We are happy to explore different flexible working arrangements including shaping regular hours around caring responsibilities.

As part of our commitment to recruit fairly we use anonymised-selection processes until interview, offer additional interview opportunities to the highest-scoring candidates from under-represented communities, and use 'tie-breaker' provisions at all stages of our selection process.

### **Vision, mission and values**

Our 2025-2030 strategy sets out our purpose which is to advance fairness in society through public law and our vision of a fair and inclusive society secured by a just and confident state. Our values are: equity, expertise, collaboration and courage. You can find out more about our strategy [here](#).



## Our vision

A world in which the state acts fairly and lawfully

uniquely places us to engage with society's challenges and achieve our vision

### To advance fairness through public law

Our values are central to how we will need to work

We strive for equity

We share expertise

We work in collaboration

We act with courage

Our purpose will enable us to address these challenges and bring about our vision

Rise of authoritarianism and unaccountable power

Greater fracturing of society

Increased economic marginalisation

Escalated unfettered use of technology

Growing impact of climate change

Our vision is a guiding star to the society we will strive to create

The cornerstones are its essential conditions and the areas we can add the most value

The foundational cornerstone supports the others and describes a PLP equipped to drive our purpose in pursuit of our vision

#### OUR VISION

A fair and inclusive society secured by a just and confident state





## Employment information

**Job title:** Executive Officer

**Reports to:** Chief Operating Officer (COO)

**Contract term:** Permanent

**Location:** Central London (EC1V). Homeworking within flexible working policies. New starters are required to work in the office half of their working week for the first 3 months.

**Hours:** Part-time - 0.5 - 0.6 FTE (17.5 - 21 hours per week)

**Salary:** £31,318.48, eligible for cost-of-living uplift this year

**Pension:** 10% per annum after one year. Statutory minimum during first year.

**Leave:** A full-time member of staff has 25 ordinary annual leave days each year in addition to bank holidays (usually 8).

**Probation period:** 4 months. Benefits may be offered at a reduced level during the probation period.

**Payment method:** Payment is made by electronic transfer on or shortly before the 15<sup>th</sup> of each calendar month covering payment for that same calendar month.

### **Flexible working:**

PLP is a family friendly employer. We are open to flexible working arrangements from day one, including those that will enable the post-holder to accommodate their care responsibilities.



PLP employees may be requested to attend occasional evening meetings. However, PLP recognises that post holders may have other commitments and seeks to be as flexible as possible in this regard. In addition, reasonable notice will be given of such commitments outside normal working hours where possible, and time off in lieu may be taken by arrangement.

These details are provided for information only and do not form part of an employment contract or job offer.





## **Job Description: Executive Officer**

The Executive Officer co-ordinates and organises the governance, executive and leadership functions of PLP to ensure that they serve the charity as effectively as possible. They ensure organisational connectivity by supporting and co-ordinating communication. They strengthen the sense of community at PLP, playing an important role in ensuring SLT is accessible and in touch with all members of staff. They primarily work with the CEO, like a Private Secretary, to manage their time, be a sounding board, and where required, be their and the SLT's representative internally and externally. They work with the Chair and with other Board members to ensure Board meetings, committees and papers are well organised. Their work is also closely linked to the Chief Operating Officer's (COO) role, particularly in relation to organisational coordination, governance support and the effective running of the charity. This is a part-time role.

The role will be line managed by the COO and works closely with the Senior Leadership Team (SLT), the Chair of the Board of Trustees and committee chairs.

Key stakeholders include funders, decision-makers, and other external contacts of the CEO.

## **Primary Duties and Responsibilities**

The following is an illustrative list of the primary duties and responsibilities of the role:



### *Executive support*

Provide support to the governance and executive functions of the charity, principally the CEO, Chair and COO, including:

- Provide the CEO with diary and inbox management and administrative support, and act as a sounding board to provide quality advice and assist in the delivery of a range of organisational priorities.
- Support the Chair, CEO and COO in liaising with the Board of Trustees, committees and working groups, including through arranging meetings, helping to set agendas, minute-taking and handling papers.
- Organise, support and follow up SLT meetings and reports.

### *Organisational connectivity*

Support communication between senior managers and staff as well as between departments by coordinating the organisation of formal and informal opportunities for connection, including:

- Supporting the CEO and SLT to arrange, deliver and follow up on All Staff Meetings and Away Days.
- Building positive relationships with colleagues and teams across the organisation.
- Organise, support and follow up actions from cross-departmental meetings co-ordinating and monitoring the effectiveness of our work.
- Draft and co-ordinate internal communications such as updates on our activities



- Support co-ordination, cohesion and collaboration across teams to bolster efforts to deliver our workplans and strategy.

**Leadership support**

Where appropriate and subject to capacity to deliver on the above duties, further support the CEO and SLT including by:

- Support the development, execution and administration of strategy governance such as annual planning, horizon-scanning and key monitoring, learning and learning exercises.
- Preparing first drafts of documents, emails and internal or Board reports.

Undertake other tasks appropriate to role as requested by the Senior Leadership Team.

**Person Specification: Executive Officer**

Abilities, skills and knowledge	Essential	Desirable
Excellent organisational ability, time management and ability to prioritise competing priorities effectively	✓	
Excellent attention to detail and thoroughness	✓	



Excellent interpersonal skills including the ability to manage relationships with internal and external stakeholders	✓	
Good oral and written communication skills	✓	
Ability to follow complex discussions, and to capture, summarise and share appropriately	✓	
Good working knowledge of Microsoft Office (Outlook, Word, Excel, Teams) and ability to quickly work with new software and trouble-shoot basic/common IT issues	✓	
Understanding of the role of governance and how boards operate with a senior leadership team		✓
Experience of diary and inbox management		✓

Personal qualities, commitment and values	Essential	Desirable
Embodying and role modelling PLP's values, including by actively contributing to a collegiate and inclusive work environment.	✓	



Commitment to work collaboratively and ability to work effectively and supportively with other colleagues and teams with competing priorities	✓	
Discretion to organise and handle confidential information appropriately	✓	
Personal resilience, including the ability to adapt quickly to new demands, to manage the uncertainty that comes with access to critical, senior level information and hold a unique role in a small team	✓	
Assertiveness required to identify and manage any unrealistic expectations, gatekeep where necessary and clarify ambiguity or misunderstanding	✓	
Self-awareness to maintain an understanding of your own access, seniority, emotions and impact on others	✓	
Right to work in the UK	✓	



## Application process

PLP is an equal opportunities employer and Disability Confident Employer. We welcome applications from individuals regardless of age, disability, gender, gender identity, marital status, pregnancy/maternity, race, religion and belief, sex or sexual orientation.

Candidates may ask for clarification of elements of the person specification and/or the application process, and may discuss any issues that might impact on how they would be able to undertake the work. PLP will not discuss issues that may give any candidate information that would give them an advantage in their application.

To apply please complete the application form which accompanies this information pack and send it to [hr@publiclawproject.org.uk](mailto:hr@publiclawproject.org.uk).

**The deadline for applications is Monday 13 July 2026 at 11.59pm.**

A recruitment panel will be nominated for each vacancy. The recruitment panel will use the completed application form to assess each candidate's ability to meet the essential requirements of the job as set out in the person specification using a scoring system. The highest scoring applicants will be interviewed.

**Initial Interviews will be held on Tuesday 28 July 2026**

**Final interviews (if required) will be held on w/c 3 August 2026.**

Further information about the interview process will be provided to successful applicants. Interviews will usually consist of at least one practical test of your abilities relating to the role and a standard interview with a panel of at least two people. Please let us know in advance of your interview if you have a disability and require



reasonable adjustments for the interview and/or assessment process to ensure the process is fair and equitable to all applicants.

Interview questions will be decided in advance based on their relevance to the job description and person specification and scored separately by interviewers. A score sheet will be set in advance, interviewers may only use information from the application form, the interview and any other assessment methods to inform their score.

PLP keeps assessment records/notes for all applicants, whether shortlisted or not, for 12 months. They are stored securely and then destroyed securely after the above period.

All short-listed candidates shall be notified of their selection decision and can obtain feedback from the assessment if they request it. All such requests are dealt with by HR who may pass them on to the relevant person if applicable.



## Equality statement of intent

As an employer, PLP will treat all employees and job applicants equally and fairly and will not unlawfully discriminate against them. This also applies to volunteers, interns and anyone undertaking work experience with PLP. Our commitment to equal treatment extends to arrangements for recruitment and selection, terms and conditions of employment, access to training opportunities, access to promotion and transfers, grievance and disciplinary procedures, demotions, selection for redundancies, dress code, references, work allocation and any other employment related activities. Specifically, PLP will endeavour to ensure that:

- i. Whenever practical, we will recruit and maintain a workforce which broadly reflects the diversity of the community in which we operate and serve. We will ensure that the style and content of our job adverts and recruitment materials convey this commitment, and always includes the statement that "The Public Law Project is an equal opportunity employer".
- ii. Subject to cost, we will ensure that job opportunities are advertised widely and to diverse audiences. Where appropriate, PLP will take positive action measures to attract applications from all sections of society and especially from those groups which are under-represented in our workforce.
- iii. We treat all job applicants equally and fairly and do not unlawfully discriminate against them. We do this by ensuring that we operate an open and fair recruitment process, and making decisions using selection criteria which do not discriminate.



- iv. We will take every possible step to ensure that employees and volunteers are treated fairly, with the aim of creating a culture that respects and values each other's differences, that is free of discrimination and promotes dignity, equality and diversity, and that encourages individuals to develop and maximise their true potential.
- v. We recognise our continuing responsibility to develop the potential of all employees, removing any barriers, bias or discrimination that prevents progression or full contribution to the organisation's performance. We will ensure that selection for promotion, training or other benefit is free from discrimination of any kind and is based on the employee's experience and abilities and the needs of the job.
- vi. We will make clear to all employees, volunteers and trustees that anyone who works for PLP in any capacity is entitled to be treated with dignity and respect, and that unlawful discrimination, intimidation, harassment and victimisation are disciplinary offences which will not be tolerated by the organisation and may lead to disciplinary action. We will provide clear and accessible procedures allowing allegations of such conduct to be promptly and sensitively investigated.
- vii. We will provide flexibility to employees in relation to work requirements that may significantly impact on their personal needs and responsibilities and we will seek, as far as possible, to foster a culture that ensures an appropriate work – life balance. We also aim to be aware of days of cultural or religious significance that employees may wish to observe in an appropriate manner.



## Privacy notice

When you apply for a job with PLP we will need to collect information about you including your employment history and contact details so that we can assess your suitability for the role and inform you about the progress of your application.

Your records will be kept securely whilst we consider your application. If your application is unsuccessful, we will keep your data until 12 months after the decision was made. If successful, your recruitment information will be kept for 6 years after your last day working with us.

If you opt to provide equal opportunity data to PLP this will be anonymised and retained only as long as is necessary to record the recruitment decision against the anonymised data and no longer than twelve months.

We do not share recruitment information with third parties.