



# JUSTICE

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## Policy Advisor

Salary: £44,650 | Full Time | London / Hybrid | 9 month fixed term contract

Great Benefits | Important Purpose | Inclusive Culture

## Candidate Pack

*We are **recruiting on a rolling basis**, reviewing applications as they arrive. Early applications are encouraged, as the role will close once a suitable candidate is appointed.*

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## A message from our Chief Executive

Thank you for your interest in this role at JUSTICE. My name is Fiona Rutherford and I've been working for JUSTICE for 4 years. In that time, I've met and worked with some incredible people. And, as a team, JUSTICE has delivered some groundbreaking work to improve the UK justice system so it is fairer and within everyone's reach.



This pack sets out some helpful information about JUSTICE, the team, what we do and how we do it. At its heart, JUSTICE is a values-led organisation and you can read more about our values below. If you are serious about applying but have some hesitations or questions then I would be happy to have a short meeting to discuss the role. If you would like to have a brief meeting, please email: [jobs@justice.org.uk](mailto:jobs@justice.org.uk)

### About JUSTICE

JUSTICE is a law reform charity working to build a fairer UK justice system within everyone's reach.

For nearly 70 years, we have transformed the legal landscape for the better, led by evidence, expertise, and a focus on practical solutions.

We are the only non-governmental organisation whose work spans the whole of the UK justice system. Key legal bodies we now take for granted such as the Ombudsman, the Crown Prosecution Service, and the Criminal Injuries Compensation Board were all proposed and supported into being by JUSTICE.

JUSTICE's work is known for its independence and rigor, and grounded in deep subject matter expertise. We bring together experts from within and beyond law – including people with lived experience of interacting with the justice system – to develop realistic solutions to key challenges.

For more information, please see take a look at our [Strategy for 2024-2030](#).

### Our Values

#### **Inclusivity:**

We prioritise meaningful collaboration and learning. We seek a wide range of views, perspectives and expertise when conducting our work, ensuring the voice of those with lived experience are heard loud and clear.

#### **Integrity:**

We are trustworthy and evidence based. We work transparently and with intellectual rigour. We speak out with expertise and courage when appropriate.

#### **Independence:**

We prize our objectivity and impartiality, and we are pragmatic and considered in our approach. This enables us to influence and hold key decision-makers to account.

#### **Innovation:**

We're not afraid of thinking differently and challenging the status quo when it is not working. We strive to be forward looking and to set the agenda for justice system reform.

## Our People

JUSTICE has around **20 staff** who work collaboratively across policy, fundraising, communications, membership, administration and governance.

Our work is overseen by **the Board of Trustees** led by our Chair, Dame Alison Saunders DCB.

We also have a **Council**, led by our President, Baroness Helena Kennedy of the Shaws KC and Vice Presidents Dominic Grieve KC and Baroness Sarah Ludford, who support our work.

JUSTICE is assisted by a considerable amount of volunteer and pro bono support each year from a range of people who join our working parties, help with research

## How We Work

### Leading research:

Our research highlights key problems and proposes practical solutions, hundreds of which have been adopted.

### Advising policymakers:

JUSTICE's strong reputation across Westminster and beyond is based on the quality and independence of its work.

### Convening experts:

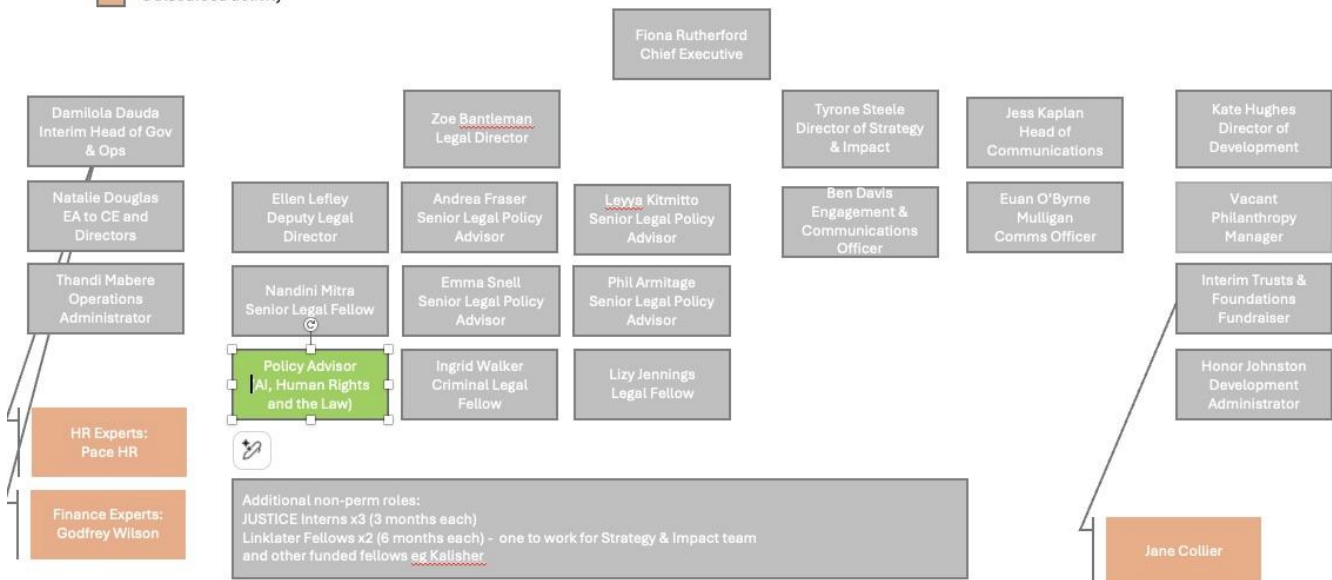
Our events, working groups, and roundtables bring together leading experts across a wide range of justice topics.

### Building understanding:

Our spokespeople regularly appear in the media to set out why a fair justice system matters and how it can be achieved.

Organogram in 2026 (please note this does not show line management chains)

 Outsourced activity





## Key Details:

<b>Job title</b>	Policy Advisor (AI, human rights and the law)
<b>Salary</b>	£44,650 per annum pro-rated
<b>Location</b>	London (Hybrid)
<b>Hours</b>	Full time, 9 month fixed term contract
<b>Reporting to</b>	Legal Director
<b>Direct reports</b>	N/a
<b>Start date</b>	From 21 <sup>st</sup> September 2026

### Benefits Include

- 27 days annual leave plus bank holidays.
- Time off between 25 Dec-1 Jan (inclusive) in addition to annual leave
- Two additional leave days to look after your wellbeing and to celebrate your birthday
- Generous pension scheme (8% employer contribution, rising to 10.5% after 2 years)
- Annual salary review (measured against inflation)
- Employee Assistance Programme
- Headspace subscription
- Working with a lovely, diverse group of people who care about building a fair, accessible justice system!



## About the Role:

JUSTICE is looking to recruit a new Policy Advisor to join our friendly, outcome-focused, values-led team. This is a maternity cover, fixed term contract role and provides an exciting opportunity for someone who is passionate about the intersection of technology, human rights and the law, and who wants to play a central role in shaping how data and AI are used across the justice system. There is also a possibility the contract could be extended up to another 3 months.

We are looking for an individual who is motivated by the purpose of the charity — to improve the UK justice system so that it is fair and within everyone's reach. The successful post-holder will bring strong analytical skills, a commitment to evidence-based policy development, and the confidence to engage with a wide range of stakeholders. They will enjoy autonomy, be comfortable managing complex and fast-moving work, and be excited by the opportunity to influence national debates on the future of technology and justice.

The Policy Advisor will work to further JUSTICE's AI, Human Rights and the Law workstream. The aims of this workstream are twofold: first, to develop and influence policy and practice to ensure that the use of data and AI in the justice system improves access to justice, advances human rights and strengthens the rule of law; and second, to focus on those who are, or who are at risk of being, underserved by the use of data and AI, including individuals who are overlooked by beneficial technological developments and those who are disproportionately exposed to harmful technologies.

By working closely with colleagues across the organisation, as well as external partners, policymakers and practitioners, the Policy Advisor will help shape the national conversation on the responsible use of technology in the justice system. They will contribute to high-quality research, produce influential policy recommendations, and support JUSTICE's mission to ensure that technological change benefits everyone, especially those most at risk of being left behind.

If this sounds like something you'd be interested in and something you would enjoy doing, please do apply!



## Job Description

### Key responsibilities:

#### ***Policy Development and Influence***

- Identify opportunities to influence a rights- and rule-of-law-based approach to the use of AI in the justice system, including wide stakeholder engagement and collaboration.
- Advocate for the implementation of JUSTICE's policy recommendations on the use of AI in the justice system, including those arising from our recent report AI in policing: International lessons and domestic solutions (2025).
- Finalise a report on the use of AI in criminal disclosure and shape the influencing and advocacy plan for that report's recommendations.
- Analyse and brief Parliamentarians on upcoming legislation involving AI and human rights, including the new framework for law enforcement use of biometric and inferential technologies expected in the upcoming Police Reform Bill.
- Build on our research collaborations in the area of unmet legal need, access to justice and AI, and continue to develop our thinking and policy response in this area.

#### ***Stakeholder Engagement***

- Build and maintain effective relationships with key external stakeholders, including government departments, regulators, parliamentarians, civil society organisations and academic partners.
- Represent JUSTICE at events, conferences and, with appropriate support, media appearances.
- Support colleagues where AI features in their policy areas, for example AI age assessment in the upcoming Immigration Bill.

#### ***Collaboration and Impact***

- Contribute to funding bids and support fundraising colleagues to develop proposals for the AI workstream, including identifying prospective funders.
- Support communications and impact colleagues to communicate and maximise the impact of the AI work.

Any other duties as appropriate.



## Person Specification:

### ***Essential Experience***

- A degree in a relevant area: eg law, human rights, computer science.
- Experience in developing and influencing AI, data and tech policy and/or research.
- Understanding of the UK's constitutional and human rights framework.
- Understanding of the UK's justice system – civil, criminal and/or administrative
- Proven ability to build and maintain relationships with a range of stakeholders.
- Demonstratable interest in the challenges facing the UK justice system and the role of technology and innovation in response.
- Excellent research skills.
- Excellent written and oral communication skills.
- Strong organisational skills and the ability to prioritise.
- An eye for detail and an ability to ensure that work is undertaken with scrupulous accuracy.
- Ability to work flexibly; both independently and as part of a team, using initiative and staying calm under pressure.
- Commitment to JUSTICE's aims and values.
- Commitment to the use of AI for the public good, and furthering of human rights and the rule of law.

### ***Desirable Experience***

- Graduate degree in a relevant area, eg AI ethics, AI policy, law, human rights and technology.
- Experience of Parliamentary advocacy.
- Experience in legal practice.
- Experience of project management.
- Experience of media engagement and appearances.



## Application Process:

Please note, we are **recruiting on a rolling basis**, reviewing applications as they arrive. Early applications are encouraged, as the role will close once a suitable candidate is appointed.

To apply, please submit your CV (maximum 2 pages) and, in a separate document, a two page Expression of Interest to [via our Charity Jobs posting](#)

The application process will close as soon as we find the successful candidate, so please don't delay in applying now!

Your application will be sifted by the Legal Director and Deputy Legal Director and if successful you will be invited to interview. Your interview panel will consist of the Director of Strategy and Impact and Deputy Legal Director. We will ensure that you have a minimum of a week's notice of the interview and use our best endeavours to find a time that is convenient for you.

JUSTICE is an equal opportunities employer. We encourage applications from people of all backgrounds and welcome everyone who shares our values and purpose regardless of age, gender, race, region, socio-economic background, education, sexuality, identity, disability and neurodiversity.

### **Expression of Interest (maximum 2 pages)**

Carefully go through the job description for this role and provide evidence that addresses the criteria in the Person Specification. This should cover examples of knowledge and experience your skills and behaviours. You should avoid statements without evidence to support the assertion you might be making.

For example, avoid: 'I am proactive and adaptable when it comes to challenges and opportunities' without adding any examples or evidence to support the sentence.

Instead, ensure there is an example of your work/experience included: 'Evidence that demonstrates my ability to be adaptable and proactive includes my approach to a change



programme I was leading last year. There were a number of barriers I encountered, one of which was the need find a more cost-effective solution. I adapted my approach by reviewing a number of alternatives and then produced an options paper for the Director with my recommendation and my rationale for this recommendation.'