

Job Pack

Programme Officer | October 2026

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KEY INFORMATION



Salary

£40,000



Contract

Permanent



Hours

35 over 5 days



Team

Programmes and
Operations



Location

Hybrid working with an expectation to attend our office in central London a minimum of 2/3 days per week



Holiday

25 days plus bank holidays



Reports to

Head of Programmes &
Operations



Responsible for

N/A



Benefits

Private medical insurance, life assurance, non-contributory pension scheme (employer contributions are based on your salary up to £50,270 per year, not your total pay), salary sacrifice options for Electric Vehicle, Bikes, Cycle to Work scheme and Pension

Job description

ABOUT THE ROLE

As the Programme Officer, you'll be the central heartbeat of Good Law Project's (GLP) operations - ensuring our programme of work aligns directly with strategic goals while keeping our administrative and operational foundations strong.

In this role, you'll oversee project classification, prioritisation, and lifecycle management, while also steering essential support functions across IT, cybersecurity, GDPR compliance, and seamless new hire inductions.

CORE RESPONSIBILITIES

Portfolio & Work Management Leadership

- **Champion Asana:** Act as the go-to platform expert, empowering teams to organise, track, and streamline their day-to-day work effortlessly.
- **Maintain Portfolio Clarity:** Keep an eagle-eye, reliable overview of all active projects, ensuring data across timelines, budgets, and resources is clear, accurate, and trustworthy.
- **Balance Conflicting Priorities:** Confidently navigate overlapping or competing projects across GLP, keeping priorities aligned and momentum strong.
- **Tailor Tools & Methodologies:** Select, adapt, and roll out the right project management tools and agile frameworks to suit GLP's evolving needs and help teams thrive in a dynamic environment.

Strategic & Operational Decision Support

- **Guide Project Lifecycles:** Provide the operational backbone for selecting, prioritising, and when necessary, gracefully winding down projects to maximise strategic impact.
- **Deliver Executive Insights:** Prepare high-quality progress and resource reports that enable our senior leadership team to make smart, informed decisions on scope and interdependencies.

- **Hands-on Project Assistance:** Jump in to support live projects directly, taking on key operational tasks or providing extra capacity whenever and wherever it's needed most.

Team Enablement & Operations

- **Seamless Onboarding & Offboarding:** Set up new team members for success (and ensure smooth exits) by managing user access across core tools like Asana, Slack, LastPass, and Google Workspace.
- **Hardware & Mobile Management:** Keep GLP's device inventory organised and up to date, while managing GLP's business phone contracts.
- **Empower & Train Staff:** Support continuous learning by training team members on internal systems, processes, and agile ways of working.
- **Drive Continuous Improvement:** Actively collect staff feedback to refine processes, eliminate friction, and enhance programme delivery across GLP.
- **Keep Stakeholders Connected:** Maintain transparent, open lines of communication with the wider team and key stakeholders, keeping everyone aligned on progress, process updates, and big wins.

Governance, Security & Compliance

- **Strengthen Security & Audits:** Partner with the Head of Programmes and Operations to execute security audits and deliver engaging staff security training.
- **Uphold Campaigning & Data Governance:** Ensure our programme of work complies with legal campaigning regulations, internal governance guidelines, and data protection policies (particularly around operational and audience data).

GENERAL RESPONSIBILITIES

- **IT Support:** Deliver general IT support, including (but not limited to) managing user access and permissions, setting up laptops, maintaining security controls, tracking hardware inventory, securely onboarding and offboarding devices, and handling other routine IT tasks and user requests.
- **Flexibility & Agility:** Maintain a flexible approach, carrying out associated campaign duties or emerging priorities as reasonably required to advance the

workstream's goals in line with supporting the operation of the Programme & Operations Office.

- **Living Our Culture & Values:** Role model and actively embed GLP's core values and culture into your day-to-day practice.
- **Compliance & Standards:** Ensure full adherence to all organisational policies, codes of conduct, data protection protocols, and legal requirements.
- **Equality, Diversity & Inclusion:** Proactively promote and embed inclusion, diversity, and equal opportunity across all workplace interactions, partnerships, and campaign activities.
- **Information Security & Confidentiality:** Safeguard and treat with strict confidentiality all sensitive, personal, or legal information relating to supporters, donors, partners, staff, and litigation.

Person Specification

WHAT WE'RE LOOKING FOR

ESSENTIAL

- **Asana & Tech Expertise:** Solid experience administering Asana alongside a high degree of technical competence across CRMs and project management platforms.
- **Multi-Project & Fast-Paced Agility:** Proven ability to manage competing priorities, hit tight deadlines, and thrive within fast-paced, hybrid, or remote environments.
- **Methodology & Tooling Mastery:** Deep understanding of various project management frameworks, with the judgment to adapt the right tools and practices for team success.
- **Resource & Financial Control:** Hands-on experience with budget tracking, resource reporting, and maintaining clear operational oversight.

DESIRABLE

- **Project Support & Coordination:** Proven experience directly supporting multiple projects simultaneously and coordinating the exchange of key programme information within GLP.
- **Systems Coaching & Enablement:** Skilled at training and coaching team members to confidently adopt internal systems, processes, and tools.
- **CRM & AI Tool Proficiency:** Practical experience using CRM platforms effectively and leveraging modern AI tools to enhance workflows and productivity.
- **Data Privacy & GDPR:** Solid working knowledge of GDPR principles and data protection compliance in operational environments.

GENERAL SKILLS AND ABILITIES

- **Professional Integrity & Collaboration:** commitment to high standards of professional behaviour, working with honesty, integrity, and a genuinely collaborative approach.
- **Strong creative and critical analytical skills,** and an ability to grasp quickly new concepts and areas of the law with an openness to learning new ideas.
- **Autonomy & Teamwork:** Highly self-motivated with the ability to manage your own workload independently, while remaining an active, supportive team player.
- **Precision & Quality:** Methodical and accurate in your work, with exceptional attention to detail.
- **Adaptability & Drive:** Flexible in approach with a proactive mindset, willing to pitch in across the team to support and tackle emerging priorities and meet shared goals.
- **Effective Communication:** Clear, engaging written and verbal communication skills that connect with colleagues, community partners, and external stakeholders.
- **Prioritisation & Delivery:** Strong time-management skills with a proven ability to balance competing demands and meet tight deadlines in a fast-paced environment.
- **Digital Literacy: Significant experience** in core digital workplace tools, business applications, donor management and campaign technologies.

KNOWLEDGE

- Understanding of / interest in using the law to support social campaigning activities
- Knowledge of UK political landscape

EDUCATION/TRAINING/QUALIFICATIONS

- No formal qualifications are required for this role, however project management training would be a strong advantage.

OTHER REQUIREMENTS

- **Ethos & Values Alignment:** Deep commitment to GLP's mission, core values, and ethos, demonstrating honesty, integrity, and a collaborative spirit in all aspects of your work.
- **Agility & Team Spirit:** Adaptable and resilient under changing priorities, with a proactive, hands-on attitude and a willingness to pitch in to support colleagues and advance shared goals.
- **Anti-Discriminatory Practice:** Passionate commitment to promoting equality, actively championing anti-racism, and embedding anti-discriminatory practice across all workplace activities and campaigns.

POSITION IN THE TEAM

REPORTING TO: Head of Programmes & Operations

Hybrid working policy

Our central London office serves as a hub for team collaboration and engagement. We've adopted a hybrid work approach to align the balance between invaluable in-person team interaction and focused home working.

Office attendance expectations are aligned with the specific demands of each role at GLP.

Your application

CLOSING DATE

Sunday 1 November 2026

We love finding the right people to join our team, so our hiring panel will review applications as they come in. Because of this, GLP reserves the right to close this vacancy early if we receive a high volume of suitable applications. If you are interested in the role, we warmly encourage you to submit your application as soon as possible.

THINKING ABOUT APPLYING

Imposter syndrome is real, and we know talented people often hold back from applying if they aren't the perfect match. You don't need to meet every criteria or characteristic listed in the job description and person specification to be a great addition to our team. We view our job pack as a wishlist, not a checklist; transferable skills, passion, and a willingness to learn matter just as much as past experience. Don't be put off if you don't exactly meet every essential criteria. If you're excited about what we do and see yourself thriving here, we strongly encourage you to apply!

Our essential criteria questions in our application form are designed to bring your CV to life. We encourage you to use this section to tell us about your experience, knowledge and aptitude relating to the essential criteria for the role. You're encouraged to refer to specific and concrete examples. Your answers will be scored alongside the evidence in your CV during our shortlisting process.

email: jobs@goodlawproject.org for any questions about this role.

HOW TO APPLY

- Apply via our [online application form](#)
- Ensure you complete the application questions where you can provide specific examples to demonstrate your skills and experience in relation to the role.
 - Please keep your answer concise (**up to 250 words per question**)
- Complete our EDI questions (if you wish to)
- Upload your CV **in a PDF format** to our ATS (applicant tracking system)

OUR POSITION ON AI

At Good Law Project, we're all about transparency. We know that AI tools like ChatGPT, Gemini, or Claude are becoming a regular part of how we all work; in fact, we use them ourselves. However, we also campaign against the way these technologies can be used in unethical or hidden ways. That's why we believe in being up-front about the role they play in our own process, and we ask you to do the same.

YOUR APPLICATION

If you've used AI to help prepare your application, we'll ask you to be open with us and briefly explain your thought process. Please keep your answer concise, we only require a very brief summary.

Note: Using these tools won't count against you. We actually value candidates who know how to use technology smartly and ethically, as long as your own critical thinking is still leading the way.

INTERVIEW DATES

- First interviews online for shortlisted candidates on:
 - Tuesday 10 November (AM)
 - Wednesday 11 November (AM)
- Second interviews will be in person at our central London office on:
 - Tuesday 18 November (AM)

If you cannot make these dates, please let us know in your application. Please check your junk mail for emails from Good Law Project as well as your main inbox

TASK

Shortlisted candidates invited to a second interview will be asked to complete a timed, role-based written task, with the flexibility to choose a completion time that works best for them within a specified window.

ENCOURAGEMENT OF EQUAL OPPORTUNITIES

We welcome and encourage applicants from all backgrounds and don't discriminate on the basis of age, disability, LGBTQ+ or relationship status, pregnancy/maternity, race, religion and belief, sex or social class. We particularly welcome applications from racialised ethnic groups or those with lived experience of disadvantage.

What we do/Why are we here?

GLP is a progressive not-for-profit organisation that uses the law to stand against hate and bring hope. Founded in 2017 by Jolyon Maugham KC and based in London, we have grown to employ almost 50 staff with an annual turnover exceeding £5m. Our unique approach of combining cutting-edge legal expertise with powerful public campaigns creates a real, systemic impact that those in power cannot ignore.

We hold power to account and remove the steep barriers of expense and resource to help marginalised communities secure their day in court. This work is fueled by an extensive digital infrastructure, including a dedicated supporter base of nearly 1 million people and around 30,000 monthly donors.

Our approach of integrating Subject Matter Experts (SMEs) across our legal and campaigning teams has proven to be a resounding success. Over the past two years, this approach has yielded transformative results:

- Tech and Data Lead: resulting in several high impact legal campaigns that have engaged [thousands of supporters](#) and [influenced key decisions](#) in defending [citizens' data rights](#).

- Defamation Lawyer: who has fought tirelessly to challenge those in power using defamation law to silence victims and minority groups. Through this work we have supported several victims of [sexual assault](#) and gender based violence, [racial discrimination](#), and [hate speech](#). And fought [climate](#) and [medical](#) misinformation
- Trans Rights Lead: who has been instrumental in cementing GLP as one of the only organisations able to effectively speak out against the discrimination faced by transgender people in the UK through [high profile litigation and public advocacy](#).

We have already begun applying this expert-led model to racial justice. We are [supporting former GB News host, Albie Amankona](#), to take the channel to an employment tribunal after he was subject to alleged racial discrimination, belief discrimination, harassment, unequal pay, victimisation for speaking out and unfair dismissal - a case that achieved widespread national media coverage across The Guardian, The Telegraph The Independent and others. GLP is also defending the charity [10,000 Interns](#) in its legal case against a far-right influencer who is suing them, claiming their trailblazing schemes supporting black people are 'anti-white'.

But to truly scale this vital work and confront rising institutional racism, we need dedicated internal leadership from an Anti-Black Racism Campaign Lead.

See our [website](#) for more about what we do.

Our values

BRAVE

- We are brave and bold, fearless of those we take on and the issues we confront
- We challenge injustice where we see it, even if the odds are stacked against us, and take strategic risks; open to the possibility of failure
- We challenge each other when it's in the best interests of Good Law Project, even if it's uncomfortable
- As employees we step into more responsibility outside of our comfort zone

HONEST

- We are honest, open and trustworthy
- We default to transparency both internally and externally, and proactively

share information

- We are candid about our successes and failures and hold our hands up if we get something wrong

DECISIVE

- We are decisive, nimble and responsive - responsive to the changing world
- We take decisive action to turn ideas into reality
- As individuals, we are flexible to the needs of the organisation and balance processes and outcomes, recognising that good processes are more likely to deliver good outcomes

How to Donate

We can only keep fighting thanks to individual donations. Our people-powered model keeps us fiercely independent, so we can hold power to account. If you would like to donate, please use this [link](#).