

- **JOB OPPORTUNITIES** www.liberty-human-rights.org.uk
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- Working for life, liberty, free speech, fair trials and equal treatment – just an ordinary day at the office.

Policy Officer (full-time)

Liberty is looking to recruit a capable and motivated individual with legal training and/or experience of policy development to join our busy Policy Department.

The role will have responsibility for developing Liberty’s policy work, and for carrying out research relating to Liberty’s key campaigning areas which will support our parliamentary lobbying, litigation and general campaigning strategy.

Deadline for applications: 5pm, **Thursday 16 September**

[Job description \(Word\)](#)

[Application form \(Word\)](#)

[Equal Opportunities Monitoring Form \(Word\)](#)

- - **Office Manager (full-time)**
 - Liberty is looking to recruit a new Office Manager to join our busy Operations Department.

You will be responsible for the effective and efficient management of the office, Health & Safety, IT, and managing key facilities contracts.

Deadline for applications: 5pm, Monday 20th September

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- **Personal Assistant to the Director (full-time)**
- Liberty is now recruiting a PA to our busy Director to join our Operations Team.

Self motivated and with the ability to work alone as well as in a team, you will provide dedicated secretarial and administration support to the Director to enable her to make the most effective and efficient use of her time.

Deadline for applications: 5pm, Wednesday 29th September

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- **Development Assistant (full-time)**
- Liberty is looking to recruit a Full Time Development Assistant (Membership).

The role will be responsible for providing an excellent service to all of Liberty’s members, processing and administering donations, contributing to membership communications and engaging members to maximise the

fundraising potential of appeals.

Deadline for applications: 5pm, Wednesday 22nd September.

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- **Development Assistant (part-time)**
- Liberty is looking to recruit a Part Time Development Assistant (Membership).

The role will be responsible for providing an excellent service to all of Liberty's members, processing and administering donations, contributing to membership communications and engaging members to maximise the fundraising potential of appeals.

Deadline for applications: 5pm, Wednesday 22nd September.