



April 2026

JustRight Scotland (JRS) strives to be an equal opportunities employer and is committed to equality and diversity. We support flexible working where possible. We are Disability Confident Committed and will make reasonable adjustments for disabled candidates including offering a guaranteed interview to disabled candidates who meet the minimum criteria. We value the expert contribution of those with lived experience of the issues that JRS exists to tackle.

Please read the Job Description and Person Specification carefully and consider it when writing your responses to the questions below. It sets out exactly what we are looking for and should frame the way you complete this application form.

Where we specify a word limit, that is the maximum, and any words over the limit will be disregarded. However, there is no need for you to feel the need to write to the limit if you can answer the question in fewer words. Feel free to use bullet points or lists where helpful.

Should you wish to discuss the role, including reasonable adjustments or anything else relating to a disability in connection with this recruitment exercise, then please contact Natalia on 0141 406 5350. She will arrange for you to have a confidential discussion.

This job application pack contains the following information:

- **About JustRight Scotland**
- **Job Description**
- **Person Specification**
- **Application Form**
- **Equality and Diversity Monitoring Form**

The closing date for applications is Wednesday 29 April 2026 at 5.00pm.

All applicants will be notified whether they have been selected for an interview as soon as possible after the closing date. Interviews will take place during the week commencing Monday 25 May 2026. These will be held in person unless you require a different arrangement. If shortlisted for interview, you will be asked to prepare a presentation in advance.

Please email completed applications to recruitment@justrightscotland.org.uk with the header PRIVATE AND CONFIDENTIAL.

If you require to receive this information in a different format, or have any other questions about applying, please contact Natalia on 0141 406 5350.

With thanks,

Dan Evans
Chief Operating Officer
JustRight Scotland

Dear Applicant,

**Reporting and Compliance Officer
6 Months Fixed Term), 0.8–1.0 FTE (we welcome part-time and job share
applications)**

**Thank you for your interest in applying to become a Reporting and Compliance Officer at
JustRight Scotland.**

**This is an important, time-limited role at a key moment for the organisation.
We are strengthening how we understand, evidence and communicate the impact of our
work. At the same time, we need to make sure our reporting and compliance processes
are consistent, proportionate and support our teams to do their best work.**

You will help us put this into practice.

**You will support the rollout of our Monitoring, Evaluation and Learning (MEL) framework,
improve how we collect and use data, and coordinate reporting and compliance across
the organisation. You will work closely with colleagues across legal and operational
teams to make systems clearer, simpler and more effective.**

**This role sits within our organisational development function, with close working across
the organisation.**

JustRight Scotland

We use the law to defend and extend people's rights.

We are a team of people who believe in human rights and in working alongside those whose rights are at risk. We bring together legal expertise, policy work and campaigning to create change.

We believe in inclusion and social justice collaboration, which means that all our work is focused on addressing gaps in access to justice which lead to discrimination and disadvantage. We aim to tackle those issues by sharing resources, and working with non-lawyers, to explore models for providing expert legal advice and information, efficiently and effectively.

We do this by providing legal services directly to individuals as well as working to improve outcomes for our clients by contributing to policy and research and delivering training and outreach.

We operate four centres of legal excellence. Our teams work together holistically.

All of our legal services are delivered through JustRight Scotland LLP, as required by Scottish solicitor regulation.

You can find further information about our vision, our values and our work at www.justrightscotland.org.uk.

Job Description

Job title: Reporting and Compliance Officer

Reports to: Chief Operating Officer

Contract: 6 Month Fixed Term

Salary: £32,025 – £35,456 FTE (pro rata)

Appointments are ordinarily made at the minimum salary point. Candidates who achieve exceptional scores at shortlisting and interview may be appointed at a higher point. Following appointment, annual progression will take place in line with the charity's policy.

**Benefits: 8% employer pension contribution
37.5 days annual leave (FTE), inclusive of public holidays, pro-rata for the contract term plus 1 additional day.
Flexitime and flexible working**

**Remote and hybrid working
Access to funded counselling service
Personal training and development budget
Personal Wellbeing Budget**

Location: Home-based and JustRight Scotland (JRS) Offices – Glasgow

Job Purpose and Context:

You will support the rollout of our Monitoring, Evaluation and Learning (MEL) framework, improve how we collect and use data, and coordinate reporting and compliance across the organisation. You will work closely with colleagues across legal and operational teams to make systems clearer, simpler and more effective.

This role sits within our organisational development function, with close working across the organisation.

Key Responsibilities:

Support our MEL framework

- **Help implement our MEL framework across the organisation**
- **Develop practical tools to support impact measurement and learning**
- **Work with colleagues to embed consistent and meaningful data collection**

Improve data and systems

- **Support the development of data collection and tracking systems**
- **Help create simple, useful reporting tools and dashboards**
- **Ensure data is accurate, accessible and used to inform decision-making**

Coordinate reporting and compliance

- **Coordinate reporting requirements across teams and projects**
- **Support compliance work across the organisation**
- **Support the preparation of funder reports and monitoring returns**
- **Track grant compliance requirements and deadlines**
- **Collate evidence that demonstrates our impact**

Support colleagues

- **Provide guidance and training on reporting and MEL processes**
- **Act as a point of coordination for reporting and compliance queries**

- **Work with teams to improve consistency and reduce duplication**

Contribute to wider organisational work

- **Support updates to key organisational frameworks, including:**
 - **EDI Action Plan**
 - **Disaster Recovery Plan**
 - **Policy suite**
 - **Provide support to funding pipeline administration where needed**

General:

- **Work independently but also collaboratively with other members of the JRS team and our partners.**
- **Complete other tasks necessary to contribute to the operational management, sustainability and development of JRS in the pursuit of its strategic goals.**
- **Prioritise work effectively and ensure that work is completed professionally and to high standards.**
- **To ensure that an inclusive, human rights-based approach lies at the core of how work is conducted, and to represent the organisation publicly in the spirit of JRS values: Strategic, Inclusive, Collaborative and Work with Integrity.**
- **To conduct all work in line with JRS policies and procedures, including our Equalities and Diversity Policy.**

Person Specification

		Essential	Desirable
Knowledge & Qualifications	University degree or equivalent appropriate knowledge.	X	
Skills and Experience	Experience of reporting, monitoring, evaluation or compliance work (paid, voluntary or lived experience)	X	
	Ability to develop or improve systems for collecting and using information or data	X	
	Experience of coordinating work across teams or stakeholders	X	
	Strong organisational skills and ability to manage competing priorities	X	

	Ability to communicate clearly, including explaining complex information in an accessible way	X	
	Experience of contributing to written reports or structured outputs	X	
	Confidence using digital tools to manage or analyse information (e.g. spreadsheets, databases or similar)	X	
	Ability to support others to use systems or processes (e.g. through guidance or training)	X	
	Ability to work independently and take initiative, while working collaboratively	X	
	Experience of MEL frameworks or impact measurement approaches		X
	Experience of working in a legal, human rights, charity or public sector context		X
	Experience of grants management or funder compliance		X
	Experience of developing dashboards or visual reporting tools		X
	Knowledge of data protection, information governance or risk management		X
Qualities	A commitment to human rights and to equality, diversity and inclusion	X	

Application Form

We want this role to be as accessible as possible.

We know that people develop skills and experience in different ways. You may not meet every requirement listed below - if you think you could do the role, we would encourage you to apply.

We welcome applications from people with lived experience of the issues we work on and from groups underrepresented in the legal and charity sectors. We are open to flexible working, including part-time and job share arrangements.

Please read this application form and the application pack carefully before you start to complete this form. Please complete each section, demonstrating how your skills, knowledge and experience meet the person specification for the post. You may find it helpful to illustrate with examples from your previous professional or voluntary work, or studies. Do not include a separate CV or other background material, as we will only use the information in this form when deciding whether to shortlist applicants.

Please email completed applications to Natalia at recruitment@justrightscotland.org.uk with the header **PRIVATE AND CONFIDENTIAL** or post them marked "private and confidential" to Natalia, JustRight Scotland, 152 Bath Street, G2 4TB.

The closing date for applications is Wednesday 29 April 2026 at 5.00pm. Interviews will take place during week commencing Monday 25 May 2026 (please note this is a provisional date), and candidates will be expected to complete an exercise pre-interview.

CONTACT DETAILS

Name

Address

Postcode

Email address

Phone numbers (Day)

(Evening)

I understand that JRS will hold the information I have given in this form, solely for purposes of considering my application, and as part of my contract record, if successful. I consent to this, and understand that I can ask JRS to produce for me, or delete this information at any time, on my request.

I confirm that to the best of my knowledge the information given in this application is correct, that I am lawfully able to undertake this work, and that any information given can be treated as part of any subsequent contract.

Signed:

Date:

Personal Details

Full Name	
Preferred Name	
Email Address	
Phone Number	
Address	

Candidate No. (for JRS only)	
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Candidate No. (for JRS use only)	
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Experience, Skills, and Additional Information

Essential Criteria
<p>Please explain how you meet the following essential criteria.</p> <p>You are not required to give a competency style/STAR answer but may be asked to do so at interview.</p> <p>(maximum of 150 words for each section)</p>

Experience of reporting, monitoring, evaluation or compliance work (paid, voluntary or lived experience)	
Ability to develop or improve systems for collecting and using information or data	
Experience of coordinating work across teams or stakeholders	
Strong organisational skills and ability to manage competing priorities	
Ability to communicate clearly, including explaining complex information in an accessible way	

Experience of contributing to written reports or structured outputs	
Confidence using digital tools to manage or analyse information (e.g. spreadsheets, databases or similar)	
Ability to support others to use systems or processes (e.g. through guidance or training)	
A commitment to human rights and to equality, diversity and inclusion	
Ability to work independently and take	

initiative, while working collaboratively

Desirable Criteria

Please explain whether and how you meet any of the desirable criteria from the person specification. Choose no more than three which you feel you best meet.

(Maximum of 150 words for each section)

Experience of MEL frameworks or impact measurement approaches

Experience of working in a legal, human rights, charity or public sector context

Experience of grants management or funder compliance

Experience of developing dashboards or visual reporting tools

Knowledge of data protection, information governance or risk management

Personal Statement

Please summarise why you would like to be appointed and why you are suited to this role.

(Maximum of 250 words)



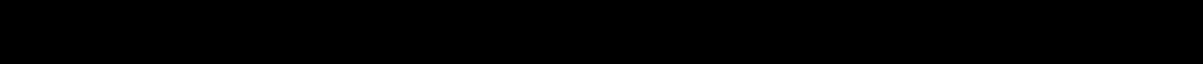
Candidate No. (for JRS use only)	
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Employment History

Please only include the experience you consider to be relevant to this application. If you need additional space for relevant experience / employment, then use an additional sheet of paper. You may include voluntary work if relevant.



Employer	
Role / Job Title	
Date from	
Date to	
Brief description of role (max 50 words)	



Employer	
Role / Job Title	
Date from	
Date to	
Brief description of role (max 50 words)	



Employer	
Role / Job Title	
Date from	
Date to	
Brief description of role (max 50 words)	

Employer	
Role / Job Title	
Date from	
Date to	
Brief description of role (max 50 words)	

Employer	
Role / Job Title	
Date from	
Date to	
Brief description of role (max 50 words)	

Referees	
<p>Please give the details of two referees. One of these should be your current or most recent employer. If you are shortlisted for the post, we may contact one of your referees before your interview. You may indicate that you would prefer us not to contact one particular referee at this stage.</p>	
Name	
Job Title	
Company / Organisation	
Address	
Email Address	
Phone Number	
Contactable prior to interview?	
Name	

Job Title	
Company / Organisation	
Address	
Email Address	
Phone Number	
Contactable Prior to Interview?	

RIGHT TO WORK IN THE UK

JRS will only consider applications from individuals who are eligible to work in the United Kingdom. Please place an "X" in the box to confirm you have an existing right to work in the UK.	<input type="checkbox"/>
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DISABILITY CONFIDENT

Please place an "X" in the box if you are a disabled applicant who would like to be considered in accordance with our commitment to the Disability Confident Programme.	<input type="checkbox"/>
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