We are seeking an experienced professional with a strong aptitude for communication and organisation to join our team as a Justice Centre Partnership Officer. In this role, you will be instrumental in facilitating effective communication and collaboration among key Justice Centre partners, including Police, Probation, HMCTS, CPS, and YJS. Your responsibilities will include improving operational practices, partner liaison, management of lease conditions, managing service charges, handling invoicing, ensuring the property is optimally utilised by assisting with project delivery, and undertaking various administrative tasksYou will present crucial documents and reports, provide support and direction on health and safety matters, ensuring building compliance is maintained.

Ideal candidates will have  excellent communication and problem-solving skills, and the ability to work independently. Familiarity with Justice Centre operations would be advantageous. This role involves frequent travel between Leamington Justice Centre, Nuneaton Justice Centre, and Warwickshire Police Headquarters.