



Engagement & Training Officer

Reports to:	Head of Strategic Development
Salary:	£18,000 per annum (£30,000 full-time equivalent)
Hours:	Part-time, 21 hours per week
Contract:	Permanent
Holiday:	25 days paid holiday per annum (pro rata where part time) plus bank holidays and Christmas closing increasing with service
Benefits:	5% contributory pension scheme and private healthcare cashback plan
Location:	Home based or London

About LawWorks

What we do

LawWorks is the operating name of the Solicitors Pro Bono Group. We are a charity, and our aim is to enable access to justice through supporting and developing the contribution of legal pro bono.

We encourage, facilitate and celebrate pro bono across the solicitor profession in England and Wales.

Who we work with

We work primarily with solicitors (firms and in-house teams), and also with law schools and law students, and other legal and non-legal volunteers and organisations.

LawWorks has around 150 member organisations, including some of the largest City firms and international firms with an office in London, national, regional and local firms, in-house legal teams, law schools and charities.

Who we are

LawWorks is a relatively small organisation with 19 members of staff (5 full-time) and a small team of volunteers and interns. We operate a flexible working policy, with several members of staff working hybrid, or where appropriate, from home.

We are a busy and (for our size) complex charity, with a friendly team, a positive ethos and a commitment to doing all we can to ensure LawWorks is a strong and efficient organisation and a great place to work.

Our projects

There are a number of key strands to our work to support and facilitate pro bono:

- We support a growing network of over 300 local independent pro bono advice clinics across England and Wales. We work with lawyers, advice agencies, charities and others to establish or develop new clinics, and provide ongoing information and support, training and resources for clinic volunteers and coordinators;

- Our Not-for-Profits Programme facilitates the provision of free legal advice for small charities and not-for-profit organisations, supported by volunteer lawyers from among LawWorks' members (see below);
- Our Secondary Specialisation Programme supports the development of more 'in-depth' pro bono in areas of social welfare law. This currently includes an unpaid wages project and 'Voices for Families', with the charity Together for Short Lives, supporting parents and carers of children with life-limiting conditions;
- We support collaborative projects including: Pro Bono Connect (a project which facilitates barristers and solicitors working together on pro bono cases) and the Domestic Abuse Response Alliance.
- We have launched new online tools and digital platforms, including an online clinic called 'Free Legal Answers' and the Pro Bono Portal UK (with Justice Connect, an Australian access to justice charity).

In addition, LawWorks promotes, supports and facilitates pro bono by providing training and knowledge sharing events, organising pro bono awards and recognition events, and engaging in policy work. We also work with regulators, professional bodies and other stakeholders to encourage a supportive environment for pro bono within a strong access to justice infrastructure.

The role

This is an exciting and varied role, offering the opportunity to make a meaningful contribution to the pro bono and access to justice sector.

This role will focus on identifying the training and engagement needs of legal clinics and their volunteers, LawWorks members, LawWorks staff, and the not-for-profit organisations supported through our Not-for-Profits Programme. The role holder will plan and deliver training sessions and engagement events that respond to these needs.

The role will also play a key part in supporting impact monitoring across LawWorks' programmes, helping to ensure that our activities are effective and evidence-based.

Key priorities for this role will be:

- Work with the Clinics team to identify the training needs of legal clinics and their law firm volunteers across England & Wales, and arrange regional and/or remote training and other events to serve those needs;
- Work with the Not-for-Profits Programme team to identify the legal training needs of non-profit organisations, plan and deliver events such as training sessions and networking opportunities often working in collaboration with LawWorks' members and umbrella organisations, and coordinate the regular review and update of online training materials;
- Work with the Membership Officer to plan and deliver events for LawWorks members, including training sessions and engagement / networking events.
- Lead the coordination of LawWorks' involvement in Regional Pro Bono Committee meetings, including arranging attendance, supporting representatives, and ensuring that LawWorks is effectively and consistently represented across all regions.

- Support LawWorks' impact evaluation work across all programmes.
- Lead the coordination of LawWorks' internal training programme for staff and volunteers.

We are seeking a confident networker who can identify opportunities and establish new partnerships. All of LawWorks' work is delivered through partnerships so it is essential that the candidate is personable, collaborative, proactive and an effective communicator.

A background in the legal or advice sector will be an advantage, but is not essential – training and support will be provided for someone from another sector who is passionate about pro bono and access to justice and willing to learn. Experience of managing multiple projects and seeing them through to completion will also be an advantage.

The role offers variety, autonomy, the opportunity to help develop new initiatives from idea to launch, while making a real difference to local communities.

The position is predominantly home based, with regular travel within England & Wales and occasional overnight stays.

Key task areas and duties

Training needs analysis and delivery

- Build and maintain relationships with clinics on the LawWorks Clinics Network, non-profit organisations and the umbrella organisations that support them, LawWorks members (law firms and in-house teams) and other stakeholders to identify training, networking and engagement needs through consultation, feedback and data analysis.
- Work collaboratively with internal colleagues and external partners to plan, organise and coordinate training sessions, webinars and networking opportunities for clinics, non-profit organisations, members, and other relevant stakeholders.
- Maintain oversight of training content, materials, and schedules to ensure consistency, relevance and quality.
- Monitor attendance and feedback from training sessions to inform future planning.
- Lead the coordination of LawWorks' internal training programme for staff and volunteers.

Regional Pro Bono Committee Coordination

- Lead the coordination of LawWorks' engagement in Regional Pro Bono Committee meetings across England & Wales.
- Support LawWorks' regional representatives (where applicable) to ensure effective and consistent communication and presence across all regions.
- Attend committee meetings where a regional representative is unavailable, as required.
- Track regional updates, themes, and issues, and share insights with the wider LawWorks team to inform strategy and planning.

Impact monitoring and evaluation

- Support the collection, analysis, and reporting of impact data across LawWorks' programmes with a focus on assessing the effectiveness of training and engagement activities.
- Assist in maintaining monitoring systems, surveys, and evaluation tools as required.
- Help ensure that insights from evaluation activities are fed into strategic planning, programme development, and stakeholder communications.
- Contribute to producing reports and summaries for internal and external audiences.

General duties

- Work with the wider LawWorks team to support networking and engagement events.
- Contribute to the overall development and smooth running of LawWorks, undertaking other tasks as required.
- Represent LawWorks professionally at external in-person and online events and meetings.

Person Specification

	Essential	Desirable
1. Significant experience of working on (or demonstrable ability to deliver) comparable or similar projects (e.g., coordinating training and network events, engagement activities, project development and support)	✓	
2. Excellent track record of stakeholder support, relationship building, and collaborative working	✓	
3. Excellent written and verbal communication skills, including making presentations	✓	
4. Excellent interpersonal skills and confident in networking with people of varying seniority and backgrounds	✓	
5. Experience of devising and following project plans, and ensuring personal and organisational targets are met or exceeded	✓	
6. Experience of working effectively in a partnership or team to achieve shared objectives	✓	
7. The ability to undertake regular travel across England & Wales. This may involve early starts, late finishes and occasional overnight stays	✓	

8. Ability to work autonomously with limited supervision, and develop strategies to overcome the challenges of working remotely from the rest of your team	✓	
9. A commitment to the values and ethos of LawWorks and the not-for-profit advice sector	✓	
10. A commitment to equality, diversity and inclusion	✓	
11. Good knowledge of the legal advice sector, including how law schools and the legal profession engage in CSR and professional volunteering		✓
12. A sound understanding of web-based communications and strong IT skills		✓
13. Previous experience working at a membership/network-based organisation		✓
14. Experience of monitoring and evaluating project impact		✓

How to apply

Please submit a CV and a covering letter, outlining:

- why you are interested in the role; and
- why you are suitable for the role, including how your skills, knowledge and experience meet the person specification above.

Please address as much of the person specification as you can. We recognise that applicants may be much stronger on some of the requirements for the role than others.

Please apply by 11:59pm on Wednesday 21st January 2026.

Late applications will not be accepted.

Please submit your application to applications@lawworks.org.uk citing 'Engagement & Training Officer' in the subject line.

Interviews for those shortlisted will be held the week commencing **2nd February 2026**.

For an informal conversation about the role (in confidence) please contact rebecca.wilkinson@lawworks.org.uk and/or hayley.nock@lawworks.org.uk.

We would be grateful if you could also complete an equal opportunities monitoring form – this will be separated from your application once it is received.

LawWorks is an equal opportunities employer. We welcome applications from all backgrounds irrespective of race, religion, gender, sexual orientation, disability or age.

December 2025