# Director of Policy and External Affairs

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Chief Executive</th>
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<tbody>
<tr>
<td>Salary:</td>
<td>£44,600</td>
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<tr>
<td>Hours:</td>
<td>Full time (35 hours)</td>
</tr>
<tr>
<td>Term:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Holiday:</td>
<td>25 days paid holiday per annum (plus bank holidays and Christmas closing) increasing with service</td>
</tr>
<tr>
<td>Benefits:</td>
<td>5% contributory pension scheme &amp; private healthcare cashback plan</td>
</tr>
<tr>
<td>Location:</td>
<td>Central London (some home based and flexible working also available) **</td>
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** The option to be home-based if outside reasonable commuting distance to London will also be considered, with minimum agreed time at the office/attending meetings, etc.

## About LawWorks

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.

With support from the Law Society of England and Wales, we encourage, facilitate and celebrate pro bono across the solicitor profession in England and Wales. 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.

LawWorks is a relatively small organisation with 23 members of staff (9 part-time) and a small team of volunteers and interns. 14 members of staff are usually based at an office in central London (currently working from home due to Covid-19), with other colleagues based in Wales, South West England, North West England, East of England and the Midlands.

Note: LawWorks will be introducing more flexible and remote working, which includes the option (for staff who would usually work from a London office) to work a number of days a week from home.
There are a number of key strands to our work to support and facilitate pro bono:

- we support a growing network of around 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;

- our Secondary Specialisation Programme supports the development of more ‘in-depth’ pro bono in areas of social welfare law. This currently includes welfare benefits representation (supporting volunteer solicitors to represent individuals at (1st tier) social security benefit appeals), an unpaid wages project, and ‘Voices for Families’, with the charity Together for Short Lives, supporting the parents and carers of children with life-limiting conditions;

- we support Pro Bono Connect a project which facilitates barristers and solicitors working together on pro bono cases;

- we have launched new online tools and digital platforms, including a website called ‘Free Legal Answers’ and the Pro Bono Portal UK (with Justice Connect, an Australian access to justice charity).

LawWorks is a partner organisation for the Litigant in Person Support Strategy, working with Law for Life, Support Through Court, RCJ Advice, Advocate and the Access to Justice Foundation. Funded by the Ministry of Justice, the Strategy works to improve information, support, advice and representation for individuals going to court or tribunal without a lawyer.

In addition to encouraging and supporting pro bono delivery, we work to address barriers to justice and to provide a ‘policy voice’ for pro bono – for example, working to address regulatory and other barriers to pro bono volunteering, and working with our members and others to influence policy on legal aid and other aspects of access to justice (see below).

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 that LawWorks is a strong and efficient organisation and a great place to work.
**Background to the role**

A key aim for LawWorks is to address barriers to pro bono engagement and to contribute a pro bono ‘policy voice’ to wider issues to enable access to justice. We recognise that pro bono does not work in a vacuum and nor should pro bono be seen as, or become, a substitute for legal aid nor the vital work of law centres and advice agencies.

Our policy work draws on the experience and expertise of pro bono clinics, our members, and partners. Working collaboratively, we aim through our policy work to:

- communicate both the value and contribution of pro bono and also its limits;
- address systemic issues that may result in the need for legal advice and representation and create barriers to access to justice;
- develop an evidence base on unmet legal need, and best practice in pro bono, using the insights, learning and data from our programmes and projects.

LawWorks provides the Secretariat to the All Party Parliamentary Group (APPG) on Pro Bono and Public Legal Education. Projects under the auspices of the APPG have included ‘Mind the Gap’ unmet legal needs mapping (with the law firm Hogan Lovells) and training with MP surgery staff.

LawWorks have contributed to a range of Government consultations and the work of parliamentary committees. This has included contributing to the review of the Legal Aid Sentencing and Punishment of Offenders (LASPO) Act and, more recently, to the Westminster Commission Inquiry into the Sustainability of Legal Aid set up by the APPG on Legal Aid.

We engage with regulators, especially the Solicitors Regulation Authority (SRA) and the Legal Services Board (LSB), including on reform of solicitors training, and regulation and the implications for pro bono.

We have also engaged, for example, with consultations on employment rights, the Law Commission’s law reform programme and reviews of judicial review and the Human Rights Act.

We publish an annual Clinics Network report, highlighting the work and contribution of pro bono clinics, the support provided and any new or emerging issues. In December 2020 we published a report on pro bono at law schools highlighting that pro bono has now become a mainstream part of legal education.

Partnership working and collaboration is core to everything we do. Last year, for example, in response to the pandemic, we supported the establishment of a legal and advice sector roundtable; working with our partners in the Litigants in Person Support Strategy we supported a submission to the Government's Comprehensive Spending Review outlining the case for sustained investment in legal advice and support services. LawWorks plays an active role in the planning and delivery of Pro Bono Week, including holding a number of LawWorks events (usually in collaboration with others).
About the role of Director of Policy and External Affairs

This is an exciting, challenging and varied role providing the opportunity to make a significant personal impact and to lead on, and contribute to, key areas of LawWorks’ activity and development.

The Director of Policy and External Affairs is responsible (working closely with the Chief Executive) for ensuring the development, planning, delivery and impact of LawWorks’ policy development and influence.

You will line manage and support the work of the Policy and External Affairs team – Head of Learning and Practice, Communications Officer and Membership and Training Officer (Wales). As such, you will be responsible for the overall work of the team including the development, delivery and impact of: learning and evaluation (pro bono practice); information, resources and training (e.g., for clinics, LawWorks members and the wider profession); and external communications (e.g., website development, bulletins, press releases and supporting Pro Bono Week).

The ability to work across and support other LawWorks teams is also vital for the role, including working closely with colleagues across the organisation on policy development, data collection (including for the annual Clinics Network report), events and external engagement.

LawWorks has recently undertaken a review of our equality, diversity and inclusion (EDI) policies and practices supported by a team of independent experts and a staff steering group. The post holder will contribute to developing our EDI strategy, vision and goals.

You will have a strong track record in leading and delivering successful policy development, analysis and influencing work. You may not have a background in the legal sector or supporting access to justice, but you will have the passion and commitment to get up to speed in a new area of policy and practice.

Key responsibilities:

- As a member of the Senior Management Team, to proactively contribute to, lead, share and support the development and delivery of LawWorks’ strategy, business plan and outcomes;

- To line-manage, develop and support the Policy and External Affairs Team;

- To lead and contribute to the development of an effective policy voice and external influencing role for LawWorks;

- To develop evidence-based policy positions and produce (or support) policy and related material, including consultation responses, policy reports, briefings and other materials;
• Proactively monitor the external environment to identify emerging issues, trends and developments;

• Proactively seeking out and engaging with a broad community of pro bono participants and stakeholders (including members, pro bono coordinators, umbrella bodies and others), to learn, share and collaborate on policy, practice and opportunities for learning;

• Lead and support (working with the Head of Learning and Practice) the development of LawWorks as a robust ‘thought leader’ in pro bono practice, e.g., facilitating and supporting opportunities for discussion, debate, learning and reflection – through ‘tried and tested’, as well as imaginative and innovative methods and approaches;

• To lead, support and oversee responsive, effective and impactful resources and materials for clinics and clinic volunteers, members, and the solicitors’ profession – e.g., factsheets, guidance, training and webinars;

• To support LawWorks’ monitoring, evaluation and data collection from across our programmes, supporting a ‘theory of change’ approach on how to measure and monitor our impact;

• To promote, support and deliver an effective and compelling communications strategy;

• Ensuring effective cross-team working, day-to-day mutual support and coordination and planning - e.g., being pro-active on sharing knowledge, information, communications & support.

**Person specification:**

**Essential:**

1. Demonstrable experience of proactively influencing policy at a national level – or recent experience and evidence of policy influence (at a senior level) and impact locally, regionally or internationally;

2. Ability to, and evidence of, producing, external-facing and impactful policy or practice materials – e.g., factsheets, consultation responses, policy reports, articles, briefings;

3. Ability to analyse complex issues and assess their implications for policy or practice and learning development;
4. Experience of line management and leading an effective team, driving performance to achieve ambitious and challenging annual objectives;

5. Experience, or demonstrable ability, to provide visible, confident and proactive external leadership and be an effective ambassador for LawWorks – e.g., recent experience of chairing external events and proactive networking;

6. An excellent communicator and able to communicate with a range of audiences, including proactively identifying and leading on opportunities for relationship-building, networking and fronting an organisation or project;

7. A self-starter with an ability to manage and prioritise a challenging and varied portfolio of work, with both an eye to strategy as well as detail;

8. A demonstrable commitment to equality, diversity and inclusion;

9. Demonstrably highly-driven, with an awareness and passion for driving forward LawWorks’ aims and work to meet the needs of our beneficiaries.

Desirable:

10. Experience working in, or a demonstrable understanding of, pro bono and/or the access to justice sector.

11. Demonstrable experience or understanding of methods, tools and approaches to develop effective professional practice and evaluation;

12. Experience of identifying opportunities for research, collaboration and evaluation, and translating these into projects and/or commissioned pieces of work;

13. Experience of working or volunteering for a membership organisation;

14. Experience of any of the following: managing and supporting monitoring, evaluation (M&E) and learning activities, data analysis, survey design and methods, big data.

How to apply

Please submit a CV (maximum 3 sides) and a covering letter (maximum 3 sides) outlining why you are interested in this role and highlighting how your skills, knowledge and experience meet the criteria in the person specification.
(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 - and understand that, while not all the stated requirements may be met, someone could still be excellent for the role).

Please apply by 5.00pm on Thursday 30th September.

Submit your application to applications@lawworks.org.uk citing ‘DoP&EA’ in the subject line.

For an informal conversation about the role (in confidence) please contact Martin Barnes, Chief Executive, at martin.barnes@lawworks.org.uk

(Privacy notice: personal information contained in the application will be kept for 12 months and thereafter securely destroyed.)

We are aiming to interview shortlisted candidates on 14th or 15th October. In your application please mention if there are any times or dates when you will not be available for interview.

Shortlisted candidates may be asked to complete and return a written exercise prior to the interview.

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

September 2021