



## **Fundraising Officer (full or part-time)**

<b>Responsible to:</b>	<b>Head of Fundraising</b>
<b>Salary:</b>	<b>£28,000 (full-time)</b>
<b>Hours:</b>	<b>35 - 28 hours (5 - 4 days, pro rata salary part-time)</b>
<b>Term:</b>	<b>Permanent (subject to probation period)</b>
<b>Holiday:</b>	<b>25 days per annum plus bank holidays (or pro rata); annual leave entitlement increases over time</b>
<b>Benefits:</b>	<b>5% pension contribution and private healthcare cashback plan</b>
<b>Location:</b>	<b>Central London - flexible working available **</b>

**\*\* The option to be home-based, if outside reasonable commuting distance to London, will also be available.**

### **Overview**

LawWorks is looking to recruit to this role to support the Head of Fundraising with Income generation, specifically through event management of our Fundraising events throughout the year. The successful candidate will work closely with the Head of Fundraising to grow the various income streams building on activity and achievements to date. The successful candidate will also support the wider team with organising and putting on training events throughout the year.

### **About LawWorks**

LawWorks is the operating name of the Solicitors Pro Bono Group. We are a charity working to connect volunteer lawyers with people in need of legal advice, who are not eligible for legal aid and cannot afford to pay. We also facilitate free legal advice for smaller not-for-profit organisations supporting a wide range of beneficiaries.

With support from the Law Society, we encourage, facilitate and celebrate pro bono across the solicitor profession and at law schools 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 teams, law schools and charities.

LawWorks is a relatively small organisation with 18 members of staff (10 part-time). Five members of staff are usually based at an office in central London, with other colleagues (mostly working from home) based in Wales, South West England, North West England, North England, East of England and the Midlands. LawWorks has introduced 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 current 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 smaller charities and not-for-profit organisations, supported by volunteer lawyers from LawWorks' member firms and in-house teams. We also provide free online training videos for charities, covering many of the common legal issues they face;
- our 'special projects' support the development of more 'in-depth' or casework specific pro bono (e.g., bespoke casework and/or representation). This includes training and supervising solicitors to provide representation in areas of social welfare law; running Pro Bono Connect, a project to connect solicitors and barristers working together pro bono on civil litigation cases; and IP Pro Bono, an IP and trademark specific pro bono project.
- we have launched new online tools and digital platforms to connect people seeking legal advice with pro bono volunteers, including a website called 'Free Legal Answers' and the Pro Bono Portal UK (with Justice Connect, an Australian access to justice charity), with the potential for it to become a national 'one stop shop' for pro bono lawyers.

In addition to encouraging and supporting pro bono delivery, we also 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, justice modernisation and other aspects of access to justice.

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.

### **About the role of Fundraising Officer**

Our current income comes from three main sources: annual grants from the Law Society, membership fees and income from trusts and foundations. A small proportion of our income comes from individual donations and events.

We are looking for someone with fantastic communication and organisational skills who is willing to lead on our fundraising events, and grow their income generation through securing corporate sponsors, looking at innovative ways to grow fundraising throughout the events themselves and growing the database of attendees. This will include stewarding those who are participating in events on behalf of LawWorks.

We are looking for someone who is confident speaking to funders and networking with other professionals. The post holder may not have experience across all income streams but is willing to learn the required skills. Transferable skills will be considered.

The post holder will have clear fundraising priorities, but we are also looking for someone willing to lend-a-hand to support other events and programs, and able to work well as part of a relatively small organisational staff team.

As well as Fundraising events, the post-holder will also be required to organise training events throughout the year, and work with the team to look at potential ways of generating income through training sessions.

Flexible working arrangements will be available (including days during the week working from home) and while some very occasional evening work may be required, time off in lieu will be given.

The option to be home-based, if outside reasonable commuting distance to London, will also be available.

LawWorks is registered with the Fundraising Regulator.

### **Role description**

- Support the annual fundraising strategy.
- Achieve annual fundraising targets.
- Lead on the organisation of fundraising events.
- Seek corporate donors and sponsors and (working with colleagues) help to support fundraising events, such as the annual carol concert (organised jointly with the charity Advocate).
- Provide consistent relationship management for existing and new funders.
- Liaise with people undertaking fundraising events and activities on behalf of LawWorks, for example, runners in the London Marathon.
- Provide regular updates and reports and contribute to reports to the Head of Fundraising.
- Working with LawWorks policy and programmes teams, share with key funders the narrative of our impact and the stories of people helped through LawWorks' programmes.
- Ensure that donor/funder records are accurate and up to date and that relevant fundraising information on our website (e.g., the donate page) is kept up to date.
- Support with other organisational activities such as organising Training events.
- Other reasonable duties relevant to the role, to support LawWorks in achieving its strategic outcomes and ensure effective impact and business operations.

**Person specification**

<b>Skills and experience</b>	<b>Whether essential (E) or desirable (D)</b>
Proven track record of successful fundraising in at least one of the following: charitable trusts & foundations, individuals, corporates and legacies, community fundraising and event management.	E
Excellent communication and interpersonal skills, and proven ability to communicate effectively, both verbally and in writing, with a variety of individuals and stakeholders.	E
Self-motivated, able to work independently and collaboratively.	E
Highly organised, with the ability to maintain effective files and records.	E
A demonstrable commitment and understanding of equality, diversity and inclusion for all.	E
An understanding of legal aid, access to justice and the not-for-profit legal and advice sector.	D
Commitment to the legal pro bono and voluntary advice sectors.	E
Knowledge of Salesforce	D
Confident in the use of Microsoft Office and Excel.	E

## **How to apply**

Please submit a CV and a covering letter (in total, a maximum of 4 sides), outlining why you are interested in the role and your suitability, including how your skills, knowledge and experience reflect the person specification. Please describe your achievements in fundraising, with specific examples, summarising your approach and why you have been successful.

(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).

The deadline for applications is **6.00pm on Sunday 7<sup>th</sup> April**.

Please submit your application to [applications@lawworks.org.uk](mailto:applications@lawworks.org.uk) citing 'Fundraising Officer' in the subject line.

Interviews for shortlisted applicants are planned for the week of 15<sup>th</sup> April. Shortlisted candidates may be asked to complete and return a written exercise prior to the interview.

If you would like an informal and confidential chat about the role, please contact Sarah Mweene, Head of Fundraising, at [sarah.mweene@lawworks.org.uk](mailto:sarah.mweene@lawworks.org.uk)

LawWorks is an equal opportunities employer committed to equality, diversity and inclusion. We welcome applications irrespective of race, religion, gender, sexual orientation, disability or age.

**February 2024**