



Head of Fundraising (part-time)

Responsible to:	Chief Executive
Salary:	£25,200 or £33,600 (equivalent to £42,000 full-time) - plus 5% pension contribution
Hours:	21 or 28 hours (3 or 4 days)
Term:	Permanent
Holiday:	25 days per annum plus bank holidays (pro rata); annual leave entitlement increases over time
Benefits:	5% pension contribution and private healthcare cashback plan
Location:	National Pro Bono Centre, Chancery Lane, London

Introduction to LawWorks

LawWorks is the operating name of the Solicitors Pro Bono Group. Our aim is to enable access to justice through supporting and developing the contribution of legal pro bono.

With support from the Law Society, we encourage, facilitate and celebrate pro bono across the 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 members 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 19 members of staff (8 part-time) and a small team of volunteers and interns. 13 members of staff are currently based at the National Pro Bono Centre in London, with 6 further staff based in Wales, South West England, North West England, East of England and the Midlands.

There are three key strands to our work:

- We support a growing network of over 260 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, 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 among LawWorks' members. We also provide free online training videos for charities, covering many of the common legal issues they face;
- Our 'secondary specialisation' programme supports the development of more in-depth pro bono, in areas of social welfare law. This includes supporting firms and individual solicitors to provide representation at 1st-tier Social Security Appeal Tribunals, an unpaid wages project and (working with the

charity Together for Short Lives), to provide legal advice for parents and carers of children with life-limiting conditions.

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.

LawWorks supports Pro Bono Connect, which is a network of barristers and solicitors willing to work together on pro bono cases - for individuals, charities and community groups who cannot afford to pay for legal advice/representation and for whom public or alternative means of funding are not reasonably available.

LawWorks will soon be launching a new website called 'Free Legal Answers' to connect individuals in need of initial legal advice with pro bono solicitors. 'Free Legal Answers' has kindly been supported by Deloitte UK and the Access to Justice Foundation.

In addition to encouraging and supporting pro bono, we also work to address barriers to justice and to provide a 'policy voice' for pro bono, recognising that pro bono does not work in a vacuum, and that it is not (and should not be seen as) an alternative to legal aid. We also provide the secretariat for the All Party Parliamentary Group on Pro Bono and Public Legal Education.

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

Our current income comes from four main sources: annual grants from the Law Society and the Ministry of Justice, membership fees and income from trusts, foundations and donations.

Over the last few years, we have been working with an external consultant to build our income from trusts and foundations. We are looking for a new Head of Fundraising to further grow and sustain this source of income, and to enable us to diversify our fundraising approach, including legacy giving and securing corporate support/sponsorship.

This is a great opportunity for an experienced fundraiser. It is the ideal position for an individual seeking a part-time role which captures the key elements of fundraising.

The Head of Fundraising will work closely with the Chief Executive and a fundraising consultant.

In addition to the appointment of the new Head of Fundraising, there is a commitment to further develop LawWorks' fundraising and income generation capacity going forward, building on progress and tangible achievement. The Head of Fundraising will play a crucial role in developing and strengthening our fundraising capacity and success.

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

Flexible working arrangements will be available and while some occasional weekend or evening work may be required, time off in lieu will be given.

LawWorks is registered with the Fundraising Regulator.

Role description

- To identify and secure sources of income from trusts, foundations and statutory bodies.
- Lead the development and launch of legacy giving.
- 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 (formerly called the Bar Pro Bono Unit).
- Provide consistent relationship management for existing and new funders.
- Support organising and liaison with people undertaking fundraising events and activities on behalf of LawWorks, for example, runners in the London Marathon.
- Recruit new individual donors and provide effective stewardship of existing individual donors.
- Achieve annual fundraising targets.
- Provide regular updates and reports on income and expenditure and contribute to reports to the management team and Board of Trustees on fundraising activities.
- Gather, and share with supporters, the stories of the people who are helped through the LawWorks’ programmes.
- To produce (working with the senior management team) an annual fundraising strategy.
- Ensure that donor records are accurate and up to date.
- Undertake other tasks and duties relevant to the role.

Person specification

Skills and experience	Whether essential (E) or desirable (D)
Proven track record of fundraising from at least two of the following: charitable trust & foundations, individuals, corporates, legacies, and fundraising events	E
Experience of developing and supporting legacy giving	D
Educated to degree level or equivalent	E
A positive, solution-focused attitude, pro-active and comfortable using your own initiative	E
Excellent communications 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
Understanding of and commitment to equal opportunities	E
Ability to supervise the work of others, including volunteers	E
An understanding of legal aid 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 use of use of Microsoft Office and Excel	E

How to apply

Please submit a CV and a covering letter, outlining why you are interested in the role, and how your skills, knowledge and experience reflect the person specification. Please describe your achievements in fundraising, with 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 **5.00pm on Wednesday 12th February 2019**.

Please submit your application to applications@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.

Interviews for shortlisted applicants are planned for **Tuesday 3rd March** (to be held at the National Pro Bono Centre, Chancery Lane, London).

If you would like an informal and confidential chat about the role, please contact Martin Barnes, Chief executive, at martin.barnes@lawworks.org.uk

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

January 2020