



## Head of Fundraising (full or part-time)

<b>Responsible to:</b>	<b>Chief Executive</b>
<b>Salary:</b>	<b>£42,000 (full-time) - plus 5% pension contribution</b>
<b>Hours:</b>	<b>35 or 28 hours (5 days or 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>Homeworking initially (due to Covid-19); flexible arrangements when able to return to office working (Central London) **</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 further grow and sustain income from trusts and foundations, and to enable us to diversify our fundraising approach, including legacy giving and securing corporate support and sponsorship.

### Introduction to LawWorks

LawWorks (the Solicitors Pro Bono Group) is a charity working in England and Wales 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 (free) legal support across the profession in England and Wales. We work with solicitors (firms and in-house teams), 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 22 members of staff (9 part-time) and a small team of volunteers and interns. 15 members of staff are usually based at an office in central London (currently working from home due to Covid-19), with 7 further staff based in Wales, South West England, North West England, North England, East of England and the Midlands.

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.
- We support a number of 'secondary specialisation' projects to support the development of more 'in-depth' pro bono (e.g., bespoke casework and/or representation) in areas of social welfare law. This includes supporting solicitors to provide representation at social security appeal tribunals, an unpaid wages project, and (working with the charity Together for Short Lives) a project which provides legal advice for parents and carers of children with life-limiting conditions.
- We support Pro Bono Connect, a project to connect solicitors and barristers working together pro bono on civil litigation cases.

LawWorks has also been developing several innovative, web-based platforms, which allow individuals to access free legal advice, either directly or through a referral agency, from volunteer lawyers who provide support remotely. These platforms have the potential to help transform the delivery of pro bono legal advice in England and Wales, enabling many more individuals on low incomes to access free legal support and representation.

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 reduce barriers to pro bono volunteering, and working with our members and professional bodies 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**

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. The Head of Fundraising will further grow

and sustain this source of income, and enable us to diversify our fundraising approach, including major donors, legacy giving and securing corporate support/sponsorship.

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

The Head of Fundraising will work closely with the Chief Executive and a fundraising consultant, and will be a member of the Management Team.

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 fundraising 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 (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**

- To identify and secure sources of income from trusts, foundations and statutory bodies.
- Continue with the development of legacy giving, including as part of a major donor programme.
- 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) and our annual awards.
- Provide consistent relationship management for existing and new funders, and ensure reporting requirements are met.
- Liaison with people undertaking fundraising events and activities on behalf of LawWorks, for example, runners in the London Marathon.
- Achieve annual fundraising targets.
- Provide regular updates and reports 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/funder records are accurate and up to date.
- Ensure that relevant fundraising information on our website (e.g., the donate page) is kept up to date.

- Other reasonable duties relevant to the role, to support LawWorks in achieving its strategic outcomes and ensure effective impact and business operations. tasks and duties.

## Person specification

<b>Skills and experience</b>	<b>Whether essential (E) or desirable (D)</b>
Proven track record of fundraising in at least two of the following: charitable trusts & 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 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 to equality, diversity and inclusion for all.	E
Ability to supervise the work of others, including volunteers	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 (the letter a maximum of 4 sides), outlining why you are interested in the role, and how you are suitable for the role including 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 7<sup>th</sup> April**.

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

We would be grateful if you could also complete and include an equal opportunities monitoring form, you can download a copy of the form from the jobs page on our website: [www.lawworks.org.uk/about-us/jobs-lawworks](http://www.lawworks.org.uk/about-us/jobs-lawworks) .

Interviews for shortlisted applicants are planned for **Tuesday 20<sup>th</sup> April** (to be held via Zoom). 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 Martin Barnes, Chief Executive, at [martin.barnes@lawworks.org.uk](mailto:martin.barnes@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.

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