



Programme Officer (Legal) – Not-for-Profits Programme

Reports to:	Head of Not-for-Profits
Hours	28 hours per week
Salary:	£21,497 (£26,871 full time equivalent)
Contract:	Permanent
Holiday:	25 days annual leave (at full time equivalent) plus bank holidays and Christmas closing, increasing with service
Benefits:	5% contributory pension scheme & private healthcare cashback plan
Location:	Central London (Chancery Lane, WC2A 1JF)

Background & 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 18 members of staff (4 part-time) and a small team of volunteers and interns. 12 members of staff are currently based at the National Pro Bono Centre in London, with 6 staff based in Wales, South West England, North West England, East of England and the Midlands.

There are currently three key strands to our work to support and facilitate pro bono:

- We support a growing network of over 240 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 to small charities and Not-for-profit organisations, supported by volunteer lawyers from among LawWorks' members (**see below**);
- We support a number of 'secondary specialisation' projects to support the development of more 'in-depth' pro bono, in areas of social welfare law (e.g., bespoke casework and/or representation). 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 for a project called 'Voices for Families'), 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, the Personal Support Unit (PSU), 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 also work to address barriers to justice and to provide a 'policy voice' for pro bono. For example, we were active in responding to the Government's recent review of cuts to legal aid introduced by the Legal Aid, Sentencing and Punishment of Offenders Act (LASPO) 2012. We also provide the secretariat for the All Party Parliament 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

The Not-for-Profits Programme

We help charities, voluntary organisations, social enterprises, and other Not-for-profits in England and Wales in the following ways:

Free legal assistance

The Not-for-Profits Programme brokers legal advice to small Not-for-profit organisations on a wide range of legal issues, to support the continuation and expansion of their services to people in need. The advice is given for free (pro bono).

Where a Not-for-profit organisation needs help with a one-off legal issue, we match the organisation with a volunteer lawyer from our network of member law firms and in-house legal teams who can advise on that matter.

Our volunteers can advise on intellectual property, employment, property, tax, commercial/contract, insurance, insolvency, data protection, defamation, and company/charity law. Work can include drafting a contract, reviewing a lease, updating a constitution/articles, or clarifying rights in a commercial dispute.

Free resources

Free Talks are short online videos about common legal issues faced by small Not-for-profit organisations. The videos are all free to watch and aim to help when making important decisions.

Honorary Counsel scheme

LawWorks also creates various pilot schemes to explore how it can increase overall support to Not-for-profit organisations, while harnessing the skills of its pool of volunteers. For example, the Honorary Counsel scheme matches small Not-for-profit organisations with volunteer lawyers on a longer-term basis, to carry out Health Checks and to give initial advice when needed.

Programme Officer (Legal) - role overview

The Programme Officer (Legal) is integral to the Not-for-Profits Programme, and works closely with the Head of Not-for-Profits to ensure that the programme's services are delivered effectively to its stakeholders (small Not-for-profit organisations on the one hand, and member law firms and in-house legal teams on the other).

The team assess and process applications for legal assistance and place cases with the volunteer lawyers. The Programme Officer (Legal) plays a key role in brokering appropriate pro bono support for the organisations using the service.

The position will suit someone with sound legal knowledge and strong relationship management skills, genuinely interested in the legal and Not-for-profit sectors and enjoys working in a busy and close-knit team. The role offers the right candidate valuable experience, variety, intellectual stimulation, and job satisfaction (including for someone looking for experience prior to a training contract or pupillage).

Further details of the role and how to apply are below.

Role description

The role primarily involves assessing applications for legal help received from Not-for-profit organisations and working with the applicants to understand the legal advice they need for their organisation (rather than the legal needs of their individual beneficiaries).

Relevant areas of law are primarily business law (e.g. employment, contract, and property law), with some understanding of charity issues. The Programme Officer (Legal) then writes clear and accurate background briefs for potential volunteer lawyers and offers the opportunities to member law firms and in-house legal teams with a view to securing pro bono advice for each Not-for-profit organisation (the Programme Officer (Legal) does not provide the legal advice for the Not-for-profit organisations).

The role also involves supporting all aspects of the programme, including developing the 'Honorary Counsel' scheme for longer term pro bono assistance, and keeping resources such as our 'Free Talks' video series up to date and developing new pilot projects to extend the help we offer.

The Programme Officer (Legal) additionally supports monitoring and evaluation of the programme and contributes to member relations, promotion and stakeholder engagement.

Main purposes of role:

- To process and place applications for legal assistance made to the Not-for Profits Programme;
- To assist with the maintenance and development of the programme;
- To support monitoring and evaluation of the programme.

Key responsibilities:

- To assess and process applications for legal assistance received from small Not-for-profit organisations and place their cases with volunteer lawyers, and also deal with any issues that may arise from the brokerage;
- To contribute to data collection, analysis and evaluation for the programme, compiling reports on the progress of the programme for internal and external audiences as needed;
- To ensure accurate record keeping of programme activity, keeping case management systems and other databases up-to-date;
- To support delivery of all projects within the programme, including the Honorary Counsel and the Free Talks projects (free online videos);
- To help ensure the Not-for-Profits Programme is effective, including by assisting with the development of existing projects and new pilot projects;
- To assist with publicity of the programme, including raising awareness of services within the Not-for-profit sector and raising the programme's profile in the legal sector;
- To develop and maintain partnerships to further the effective delivery of the programme, including with umbrella and support organisations, Not-for-profit organisations, law firms, in-house legal teams and other stakeholder organisations;
- To assist with recruitment of new law firm and in-house legal team members to the Not-for-Profits Programme and to LawWorks, and to support the effective participation of existing members in the programme;

- To provide general administrative support towards the purposes and targets of the project;
- To ensure the Not-for-Profits Programme is engaged effectively with LawWorks' objectives, projects and wider staff team;
- To undertake any other tasks which may be required from time to time in support of LawWorks' objectives, such as attending events, conferences, seminars etc., to promote the work of the charity and specific projects.

Person Specification:

Skills and experience	Essential	Desirable
Legal experience to at least trainee or qualified level (or equivalent): Legal Practice Course, Bar Vocational Course, or Level 3 CILEx qualification	✓	
Qualified as a barrister, solicitor or Chartered Legal Executive		✓
Excellent interpersonal and relationship management skills and an ability to deal professionally and collaboratively with both legal and Not-for-profit stakeholders	✓	
A positive, solution-focused attitude and experience of working effectively in a team to achieve shared objectives	✓	
Excellent written and verbal communication skills, including the ability to correspond and communicate clearly and accurately with different audiences and make presentations when needed	✓	
Self-motivated and able to manage a busy workload and work autonomously	✓	
Accuracy and attention to detail	✓	
Strong IT skills and the ability to learn a variety of new systems quickly. (Experience of using case management, database and CRM software would be beneficial – but not essential - particularly VisualFiles and Salesforce.)	✓	
A commitment to the values of the voluntary advice sector	✓	
Experience of project monitoring, evaluation and report writing		✓
An understanding of small Not-for-profit organisations and an awareness of the issues they face		✓
Casework or file management experience		✓
An understanding of the benefits and challenges of legal pro bono work in England and Wales		✓
An understanding of the legal profession and how it is organised	✓	

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.)

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.

Please apply by 10.00am on 16th May. Applications received after this date will not be accepted.

Submit your application to applications@lawworks.org.uk citing 'NFP Casework' in the subject line.

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

Recruitment process:

Candidates who are shortlisted at the application stage may be asked to complete a short written exercise (to be emailed back to LawWorks). For those candidates then invited to progress to the interview stage, interviews will take place in mid-June.

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

April 2019