



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

<b>Reports to:</b>	Head of Not-for-Profits
<b>Salary:</b>	£30,000
<b>Hours:</b>	Full time (35 hours) or part-time options considered
<b>Term:</b>	Permanent
<b>Holiday:</b>	25 days paid holiday per annum (pro rata where part time) plus bank holidays and Christmas closing increasing with service
<b>Benefits:</b>	5% contributory pension scheme & private healthcare cashback plan
<b>Location:</b>	Central London (near St Pauls) or hybrid

### Background and introduction to 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 small and medium 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 (law 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, inhouse teams, law schools and charities.

LawWorks is a relatively small organisation with c. 16 members of staff (8 part-time). Some members of staff are based at an office in central London, with other colleagues (mostly working from home) based in Wales, South West 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).
- 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.

## **The Not-for-Profits Programme**

The Not-for-Profits Programme helps charities, voluntary organisations, social enterprises, and other not-for-profit organisations in England and Wales in the following ways:

### **Free legal assistance**

The Not-for-Profits Programme brokers legal advice to small and medium 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 law. Work can include drafting a contract, reviewing a lease, updating a constitution/articles, or clarifying rights in a commercial dispute.

### **Training resources**

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

We also arrange and host online training sessions for not-for-profit organisations on a range of different legal issues.

## **Honorary Counsel scheme**

The Honorary Counsel scheme matches small and medium not-for-profit organisations with volunteer lawyers on a longer-term basis, to carry out Health Checks and to give initial legal 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 volunteer lawyers. The Programme Officer (Legal) plays a key role in brokering appropriate pro bono support for the organisations using the service.

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.

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 who 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.

### **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 the 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 firms 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	✓	
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		✓
A demonstrable commitment to equality and diversity	✓	
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 2 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 as the person specification as you can. We recognise that applicants may be much stronger on some of the requirements for the role than others.

**Please apply by 11.00pm on 23rd March 2025.** Applications received after this date will not be accepted.

Submit your application to [applications@lawworks.org.uk](mailto:applications@lawworks.org.uk) citing 'NfP Programme Officer' in the subject line.

For an informal conversation about the role (in confidence) please contact Amy Clarke, Head of Not-for-Profits Programme at [amy.clarke@lawworks.org.uk](mailto:amy.clarke@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 in the week commencing **31st March 2025**. The interviews will be held face to face in central London or online.

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.

**March 2025**