



## **Regional Support and Development Officer, *East of England***

Responsible to:	Head of Clinics Support & Development
Salary:	£23,398 per annum (pro rata)
Hours:	14 or 21 hours per week
Term:	Permanent
Holiday:	25 days paid holiday per annum plus bank holidays (pro rata). Annual leave entitlement increases over time
Benefits:	5% contributory pension scheme and private healthcare cashback plan upon successful completion of a three month probationary period
Principle location of post:	Preferably home-based (see below) within the East of England region

### **About 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 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 17 members of staff (4 part-time) and a small team of volunteers and interns. 11 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. An organisation chart is on page 7.

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

- We support a growing network of over 220 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;
- 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, 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. We are currently recruiting for an additional part-time solicitor to lead a new employment law pro bono project.

LawWorks is a partner organisation for the Litigant in Person Support Strategy, working with Law for Life, the Personal Support Unit (PSU), RCJ Advice, the Bar Pro Bono Unit 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, working with others in the access to justice sector last year we produced a memorandum for the Justice Committee on the impact of the 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 will shortly be publishing our new three-year strategy (2018 – 21). A key focus for LawWorks will be to continue to strengthen our support for pro bono activity in the English regions and in Wales, and working with the Law Society to promote the benefits of pro bono and develop best practice tools (such as the Law Society's Pro Bono Manual and the Pro Bono Charter).

## **The role**

Our experience in Wales and regions in England has shown the value of having staff based locally to support pro bono initiatives, develop new pro bono opportunities and to increase engagement from the local legal profession.

This role will focus on building on the support we have been providing in the East of England, identify opportunities to develop new pro bono clinics to meet unmet legal needs, and to engage with stakeholders to celebrate and share learning on the pro bono work being delivered in the region.

Key priorities for this role will be:

- To provide guidance and support to independent pro bono clinics registered with the LawWorks Clinics Network in the East of England;
- To support and grow pro bono volunteering and LawWorks' membership (law firms and in-house legal teams) in the East of England;
- To identify the local training needs of LawWorks' members, clinics and their volunteers, working with colleagues to arrange regional training events;
- To identify opportunities for new pro bono advice clinics in the East of England, supporting local stakeholders to develop new services to meet unmet legal needs in their area.

The ideal candidate will be a confident networker who is able to identify opportunities and see them through to completion. All of LawWorks' work is delivered through partnerships so it is essential that the candidate is personable, collaborative and an effective communicator.

The ideal candidate will have a background in the legal or advice sector, though training and support will be provided for someone from another sector willing to learn.

The position is intended to be home-based in the East of England with regular travel throughout the East of England region and occasional travel to LawWorks' office in central London. LawWorks would be happy to explore the post being hosted at a stakeholder's office in the region if desirable to the appointed candidate (e.g. desk space being hosted at a member law firm or an advice agency we partner with). If employed on a home-working basis, a contribution is paid annually towards the cost of energy usage and internet access.

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

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 both a strong and efficient organisation and a great place to work. The role offers variety, autonomy, the opportunity to develop new initiatives from idea to launch, and a chance to support your local community.

## **Primary purpose of role**

To increase the amount and quality of pro bono legal advice being delivered in the East of England region, working with the local legal profession, law schools, advice

agencies and other stakeholders to identify new pro bono opportunities and ways in which LawWorks can better support the delivery of pro bono. The role will have the following key objectives:

### **Key task areas and duties**

1. To develop relationships with law firms, legal teams, free legal advice clinics and other relevant stakeholders to identifying their needs, plans and priorities in relation to pro bono.
2. To facilitate sharing between stakeholders in the region to identify best practice, local opportunities for collaborative working and local training and support needs, and to assist in taking these forward. A focus of this work will be around linking services that support litigants in person.
3. To work with the wider LawWorks team to support member recruitment and the delivery of local engagement events.
4. Supported by the wider LawWorks team, deliver LawWorks' clinic development work in the region, meeting annual targets for new clinics to launch in the East of England with a particular focus on developing services to support the unmet legal needs of litigants in person.
5. Build links with local not-for-profit organisations and umbrella groups to increase applications to LawWorks' Not-For-Profits Programme casework service from the region.
6. As the first point of contact for our stakeholders in the region, support clinics and members with troubleshooting queries, accessing resources and ensuring that contact information and website content related to their services is kept up to date.
7. To work with clinics in the region to collect and share evaluation and impact assessment information to inform policy and reporting on the delivery of pro bono advice nationally.
8. To contribute to the overall development and running of LawWorks, undertaking any other tasks which may from time to time be required.

## Person Specification

	Essential	Desirable
1. Significant experience of working on (or demonstrable ability to deliver) comparable or similar projects (e.g., involving networking, support and project development)	√	
2. Experience of devising and following project plans, and ensuring personal and organisational targets are met or exceeded	√	
3. Good knowledge of legal advice clinics, advice agencies, volunteering and pro bono work and a commitment to their aims and values		√
4. Good knowledge of the legal profession, how it is organised and how lawyers and law firms engage in CSR and volunteering <i>a. While beneficial, please note that a legal qualification is not a pre-requisite for this role</i>		√
5. Understanding and experience of excellent stakeholder support, relationship building, and collaborative working	√	
6. Excellent written and verbal communication skills, including making presentations	√	
7. Excellent interpersonal skills and confident in networking with people of varying seniority and backgrounds	√	
8. Ability to secure commitment and cooperation from others	√	
9. A flexible, positive, solution-focused attitude and approach	√	
10. Experience of working effectively in a team to achieve shared objectives	√	
11. A sound understanding of web-based communications and strong IT skills	√	
12. Previous experience working at a membership/network-based organisation, and/or coordinating training/events would be highly desirable		√
13. The ability to undertake regular travel across the region is essential and this may involve early starts, late finishes and occasional overnight stays	√	
14. Experience of working autonomously with limited supervision	√	
15. Confident in your ability to develop strategies to overcome the challenges of working remotely from the rest of your team	√	
16. A commitment to the values and ethos of LawWorks and the not-for-profit advice sector is essential	√	
17. A commitment to equality and diversity	√	

## How to apply

Please submit a CV and a covering letter, outlining why you are interested and how you are suitable for the role, and how your skills, knowledge and experience meet 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).

**Please apply by 5.00 pm on Friday 2<sup>nd</sup> March.** Late applications will not be accepted. Please submit your application to [applications@lawworks.org.uk](mailto:applications@lawworks.org.uk) citing 'RSDO – Eastern' in the subject line.

Interviews for those shortlisted are planned for the week commencing 19<sup>th</sup> March.

.For an informal conversation about the role (in confidence) please contact Clare Johnson, Head of Clinics Support & Development [clare.johnson@lawworks.org.uk](mailto:clare.johnson@lawworks.org.uk)

We would be grateful if you could also complete an equal opportunities monitoring form – available here: [www.lawworks.org.uk/jobsatlawworks](http://www.lawworks.org.uk/jobsatlawworks) – this will be separated from your application once it is received.

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

January 2018

# LawWorks organisation chart

