Regional Support and Development Officer, *London and South East*

Reports to: Head of Clinics Support & Development

Salary: £27,543 per annum

Hours: Full-time (35 hours)

Contract: Permanent

Holiday: 25 days paid holiday per annum plus bank holidays. Annual leave entitlement increases over time

Benefits: 5% contributory pension scheme and private healthcare cashback plan

Principle location of post: Central London (Chancery Lane, WC2A 1JF)

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**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 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 further 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 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;

• 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 projects, 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 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 London and the South East of England, identifying 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.

Key priorities for this role will be:

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

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 - and experience of managing multiple projects and seeing them through to completion.

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

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 London and the South East of England, 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. Supported by the wider LawWorks team, deliver LawWorks’ clinic development work in the region, meeting annual targets for new clinics to
launch with a particular focus on developing services to support the unmet legal needs of litigants in person.

4. 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.

5. To work with the wider LawWorks team to support member recruitment and the delivery of local engagement events.

6. 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.

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

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<th>Requirement</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>1. Significant experience of working on (or demonstrable ability to deliver) comparable or similar projects (e.g., involving networking, support and project development)</td>
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<td>2. Experience of devising and following project plans, and ensuring personal and organisational targets are met or exceeded</td>
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<td>3. Good knowledge of legal advice clinics and the context in which they operate, including how Law schools and the legal profession engage in CSR and volunteering</td>
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<td>4. Understanding and experience of excellent stakeholder support, relationship building, and collaborative working</td>
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<td>5. Excellent written and verbal communication skills, including making presentations</td>
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<td>6. Excellent interpersonal skills and confident in networking with people of varying seniority and backgrounds</td>
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<td>7. Experience of working effectively in a team to achieve shared objectives</td>
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<td>8. A sound understanding of web-based communications and strong IT skills</td>
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<td>9. Previous experience working at a membership/network-based organisation, and/or coordinating training/events would be highly desirable</td>
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<td>10. The ability to undertake regular travel across the region is essential and this may involve early starts, late finishes and occasional overnight stays</td>
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<td>11. Experience of working autonomously with limited supervision</td>
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<td>12. Confident in your ability to develop strategies to overcome the challenges of working remotely from the rest of your team</td>
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<td>13. A commitment to the values and ethos of LawWorks and the not-for-profit advice sector is essential</td>
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<td>14. A commitment to equality and diversity</td>
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**How to apply**

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

(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 10.00am on Tuesday 2\textsuperscript{nd} July.** Late applications will not be accepted.

Please submit your application to applications@lawworks.org.uk citing ‘RSDO – London/SE’ in the subject line.

Interviews for those shortlisted for interview will be held the week commencing 15\textsuperscript{th} July.

For an informal conversation about the role (in confidence) please contact Clare Johnson, Head of Clinics Support & Development clare.johnson@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.

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

June 2019