

Internship Opportunity with the Access to Justice Foundation

An exciting opportunity to gain valuable experience within the legal profession and pro bono sector. The Access to Justice Foundation is a registered charity which receives and distributes financial resources to help get free of charge (pro bono) legal assistance to those who need it most. It was established in 2008 by the Advice Services Alliance, Bar Council, ILEX and Law Society. It is the prescribed charity under section 194 of the Legal Services Act 2007 to receive "pro bono costs" awards.

The Roles Available

Two roles are available and you may apply for one or both. You will report to Ruth Daniel, the CEO at the Access to Justice Foundation. There will also be some contact with the Board of Trustees, chaired by former Attorney General Lord Goldsmith QC. Instruction, help and advice will be provided throughout the internship. The position will be based at the National Pro Bono Centre in Chancery Lane, London. Whilst it is an unpaid voluntary role, reasonable travel expenses within London will be provided.

1. Communications, Public Relations and Fundraising Intern

This role will include assisting with:

- a) Promoting the Foundation's current campaigns, including "pro bono costs" and "It's not just peanuts";
- b) Supporting and publicising the Legal Support Trusts, including sponsored legal walks;
- c) Promoting the Foundation's work via social media, quarterly newsletters and key correspondence;
- d) The Foundation's communications strategy, including development of marketing materials;
- e) Other tasks and projects as reasonably requested.

2. Legal Casework, Governance and Administrative Intern

This role will include assisting with:

- a) Managing legal casework relating to "pro bono costs" orders and unclaimed client account funds;
- b) Governance matters relating to the Foundation;
- c) Daily administration, including keeping the Foundation's records and finances up-to-date;
- d) Other tasks and projects as reasonably requested.

Person Specification

1. Very good organisational skills;
2. Excellent interpersonal skills;
3. Attention to detail;
4. Strong IT skills;
5. Ability to be flexible and take the initiative;
6. Reasonable understanding of law, including the ability to understand pro bono costs and client account rules;
7. Commitment to the values and aims of the Foundation.

Time Commitment

Two or three half or full days a week for six months, to start as soon as possible.

Application

To apply please send your CV and a covering letter to Ruth Daniel at vacancy@atjf.org.uk by 12pm on 17 February 2012. Shortlisted candidates will be contacted about interview dates.