

Executive Officer
of the Access to Justice Foundation

Vacancy information

Introduction

This document sets out the details of the job vacancy for the Executive Officer of the Access to Justice Foundation, including how to apply. The deadline for applications is 5pm Friday 25 November 2011.

This is an exciting position in particular because the Executive Officer will be the first paid member of staff. They will be building on the achievements made in previous years through secondments, voluntary contributions and interns. They will be responsible for developing and managing the work of the Foundation at time when the work has never been more important given the funding cuts to the sector and the public need for help. It is therefore hoped the vacancy will attract a variety of strong candidates.

The Foundation

The Access to Justice Foundation provides strategic funding to the free legal help sector across England and Wales. Using various fundraising campaigns the Foundation distributes funds to support organisations and projects which provide free legal help to those in need.

The Foundation was established in 2008 by the Advice Services Alliance, Bar Council, ILEX and Law Society, under the aegis of the Attorney General's Pro Bono Coordinating Committee. Uniquely its role was envisaged in statute, and by order of the Lord Chancellor it is the prescribed recipient of funds from "pro bono costs" under the Legal Services Act 2007.

The Board of Trustees includes senior members of the legal profession and advice sector, including former presidents/chairs of the Bar Council, ILEX and Law Society. The Board is chaired by former Attorney General Lord Goldsmith QC. The Foundation partners with a network of 7 Legal Support Trusts across England and Wales, and works with the national pro bono and advice organisations.

For further information visit www.atjf.org.uk

Job description

Job Title: Executive Officer of the Foundation

Salary: £32,000 to £35,000 pa depending on experience

Hours: 9am to 5.30pm Monday to Friday with occasional evening events and meetings.

Period: Starting early 2012.

Holiday: 25 days pa plus bank holidays

Location: National Pro Bono Centre, 48 Chancery Lane, London WC2A 1JF. Some national travel will be required.

Reporting to: The Board of Trustees, in particular to the supervising Trustee(s) and the Chair.

Responsible for: Managing and developing the work of the Foundation.

Key objectives

- (A) Oversee and develop the operations of the Foundation and its fundraising schemes.
- (B) Increase incoming funds in particular by raising awareness in legal profession.
- (C) Support and develop the fundraising activities of the Legal Support Trusts.

Responsibilities & tasks

1. Manage and develop the work of the Foundation with the support and supervision of the Trustees and Chair.
2. Increase funds raised by the Foundation, in particular through:
 - Increasing awareness of the fundraising schemes within the legal profession.
 - Developing relations with key partners especially law firms, chambers, the judiciary and pro bono and advice organisations.
 - Developing and initiating new ways of fundraising.
 - Promoting the reputation of the Foundation and Legal Support Trusts as the preferred destination for new funds.
 - Preparing and giving presentations, speeches and articles to a wide range of organisations and people.
3. Support the fundraising activities of the Legal Support Trusts, in particular outside London, and build their longer term capacity.

4. Supervise and recruit interns and volunteers. Develop additional ways of increasing the organisational capacity of the Foundation.
5. Oversee administration of fundraising schemes in particular (i) pro bono costs under s. 194 Legal Services Act 2007 including enforcement action and advice to lawyers;
(ii) unclaimed client funds “It’s Not Just Peanuts” campaign including assistance to law firms regarding SRA solicitor accounts rules.
6. Oversee administration of the Foundation’s finances, prepare management accounts, and facilitate preparation of annual accounts by our accountant.
7. Oversee administration of grants made by the Foundation to support pro bono and advice projects.
8. Company Secretary responsibilities, including reporting to Charity Commission and Companies House.
9. Maintain awareness of relevant developments, in particular regarding pro bono and legal aid.
10. Work with and keep updated the Trustees and Honorary Officers of the Foundation. Organise, and report to, Board meetings.
11. By the end of the 12 months prepare an operational plan for next 2-3 years with particular attention on increasing fundraising capacity.

Person specification

Essential (all)

- Energetic, self motivated and innovative individual able to work with a minimum of supervision.
- Experience of administration and management.
- Experience of communications and marketing.
- Excellent personal communication skills.
- Modern IT skills such as Excel.

Desirable (some)

- The ideal person will have worked in a relevant capacity for a minimum of 3 years.
- Law degree or equivalent.
- Understanding of the legal sector, and pro bono/advice sector.
- Experience of working with, or in, either a law firm, chambers or judiciary.
- Experience working with, or in, either a pro bono, advice or justice organisation.
- Experience of administration/management specifically within the charity sector.
- Understanding of civil litigation procedure in particular legal costs.
- Understanding of the complex relationship between pro bono, legal aid and beyond.

How to apply

To apply please send your CV and a covering letter to vacancy@atif.org.uk

Letters may be addressed to Lord Goldsmith QC. Please ensure that your letter briefly explains how your experience relates to the job description and person specification, and that your CV includes contact details for 2 referees.

Deadline for applications is 5pm Friday 25 November 2011

Those short listed for interview will be contacted shortly after the deadline.

Please note the following dates for interviews which will be held in central London:

Saturday 3 December 2011: 1st round interviews
(Alternative for those unable to attend Saturday: evening of Monday 5 December)

Thursday 15 December 3pm - 5pm: 2nd round interviews, tranche 1
Friday 16 December 8.30am - 10.30am: 2nd round interviews, tranche 2

If you have any queries or wish to discuss the role in advance of applying, please contact Toby Brown (email tobybrown@atif.org.uk or telephone 020 7696 9900).

The Access to Justice Foundation is an equal opportunities employer. We welcome applications irrespective of race, religion, gender, sexual orientation, disability or age.