

## Internship opportunity with the Access to Justice Foundation

The Access to Justice Foundation is currently seeking an intern (volunteer) for the first 6 months of 2011 to support the Foundation and the Regional Legal Support Trusts in raising funds for free legal advice organisations across the country.

### The Role

The role will include assisting with:

1. Promotion of the Pro Bono Costs scheme, raising awareness particularly among judges and the Bar;
2. Promotion of the "It's not just peanuts" campaign to encourage law firms to process and donate dormant client funds;
3. Promoting sponsored events, particularly the May sponsored legal walks; and
4. Assisting with general administration of the Foundation.

You will report to Toby Brown and Rebecca Greenhalgh at the Access to Justice Foundation. There will also be some contact with the Board of Trustees, chaired by Lord Goldsmith QC. Instructions, help and advice will be provided throughout the internship. The position will be based in central London. Whilst it is an unpaid voluntary role, approved expenses will be provided. The internship will be approximately from January 2011 to July 2011.

### Person Specification:

1. Very good organisational skills;
2. Excellent interpersonal skills;
3. Strong IT skills;
4. Ability to work unsupervised and be able to take the initiative.
5. Reasonable understanding of law, including pro bono cost orders (Section 194 Legal Services Act 2007) and client account rules; and
6. Commitment to the values and aims of the Foundation.

### Application

To apply for this position please email your CV and a covering letter to Bob Nightingale (Trustee of the Access to Justice Foundation) [bobnightingale@ATJF.org.uk](mailto:bobnightingale@ATJF.org.uk) by **5pm on 7 January 2011**. Shortlisted candidates will be contacted about interview dates.