**Development Manager**

**North Wales Law Centre Steering Group**

Dear Candidate,

Thank you for your interest in applying for the role of Development Manager for the North Wales Law Centre Steering Group.

We are looking for an applicant who is bright, well-organised, enthusiastic and self-motivated. Initially you will work alongside the trustee board to develop the law centre, mapping legal need and building our partnerships with other local organisations and the community. The role of the Development Manager is a critical one, which will take the concept and strategy of what we want the Law Centre to be and make it a reality.

We look forward to hearing from you!

Yours,

North Wales Law Centre Steering Group

**About the North Wales Law Centre Steering Group**

We are a group of individuals who have come together to establish a Law Centre in north Wales. We know that there is substantial unmet need for legal advice and representation in the region, with many people effectively priced out of being able to understand and enforce their legal rights. We know that a Law Centre, staffed by qualified lawyers specialising in areas such as housing, immigration and domestic abuse and working alongside other advice and support organisations, will have a significant impact in tackling this problem. As a Law Centre, we would be part of a national network (the Law Centres Network), working with similar organisations across Wales and England using the law as a means to further social justice.

We are a Charitable Incorporated Organisation (registered number 1197787) led by our trustees, who bring a wealth of professional and personal experience to the project. Our offices are at Heulwen, Glyn-y-Marl Road, Llandudno Junction LL31 9NS. We are excited to work with the postholder to realise our vision for legal services in north Wales: led by community and driven by social justice.

**About Law Centres Network (LCN)**

Law Centres are not-for-profit legal practices using the law as a tool for change: to make the UK a just and equal society. They help those in greatest need with high-quality legal assistance to protect their homes, lives and livelihoods. The **Law Centres Network (LCN)** is their membership body, leading and supporting member Law Centres across the country.

LCN is supporting the North Wales Law Centre Steering Group. The postholder will be employed by LCN, and will be line managed by and report to the North Wales Law Centre Steering Group’s Board of Trustees.

**Contract terms**

Status: 12 months. We hope the job will be made permanent with more funding.

Location: Flexible – working from home, at our office in Llandudno Junction and travelling to other locations across north Wales

Hours: 35 hours

Salary: £24,000 to £27,000 (depending on experience)

Pension: Employer pension contributions of 3%

Leave 25 days annual leave plus bank holidays

**How to apply**

Please send a CV and covering letter\* and equality and diversity monitoring form by email to [recruitment@nwlcsteering.org.uk](mailto:recruitment@nwlcsteering.org.uk).

\*Please structure the covering letters so that you provide answers to the following questions:

1) Please describe how your skills, qualities and experiences meet the requirements set out in the Job Description. Where possible, provide examples (which could be from a professional, voluntary or personal context) which demonstrate those skills, qualities and experiences. **[500 words max.]**

2) Why does social welfare law matter? What do you consider to be the most pressing issue or issues facing social welfare law? Why? **[250 words max.]**

3) Explain how you have used, or how you would like to use, community participation and empowerment to bring about positive change. Where possible please relate your answer to previous experience, which could be e.g. work conducted through students' or community groups, voluntary organisations, paid employment, or research you have conducted. **[250 words max.]**

As an organisation, we are committed to social justice and empowerment for all. We recognise the value of diverse perspectives in our work and encourage applications from people from all backgrounds, communities, identities and experiences, including those with lived experience of the types of issues Law Centres seek to address. Let us know if you require any reasonable adjustments as part of the recruitment process by emailing [recruitment@nwlcsteering.org.uk](mailto:recruitment@nwlcsteering.org.uk).

**Recruitment timetable**

Closing date: **11.59pm on 22 April 2022**

Interview date: **week commencing 25 April 2022 (remote)**

**Job description**

Job title: Development Manager

Reporting to: North Wales Law Centre Steering Group Trustee Board

**Job purpose:**

The role provides a unique and exciting opportunity for someone to start the development of a law centre in north Wales, to map legal need, build partnerships and identify locations to deliver advice. The role will be critical in preparing the Law Centre to make successful bids for start-up funding and begin its work in serving the communities of north Wales.

The role is multi-facetted and requires a range of skills and knowledge. It is a broad job description and there will be flexibility in the way the role develops. You will be a highly motivated and committed to ensuring that those in need obtain access to legal services.

**Principal duties:**

1. Develop and implement a **community engagement strategy** to engage with local communities across north Wales to ensure that our centre is codesigned with the people who will use our services from its inception. This will include attending events, committees and forums to raise the profile of the project and develop an understanding of the practical difficulties individuals and organisations are facing in accessing legal advice and representation;
2. Develop a database of organisations who could **work in partnership** with the Law Centre:
   1. Create a plan to make contact with possible partners;
   2. Implement the plan with regular reviews on outcomes with the Trustee Board.
3. Conduct a **legal needs survey** to establish gaps in existing legal and advice provision.
4. Research and develop costed **proposals for models of delivery** of the Law Centre’s services to inform the business plan, with particular focus on:
   1. Partnership working with organisations and groups to enable the seamless provision of advice and support to those in need;
   2. Potential use of outreach clinics at different locations to ensure access to provision across a large geographic area; and
   3. Potential for use of technology and provision of remote legal services.
5. Set up the **premises** for the Law Centre
   1. Organise the space for the delivery of all the planned services
   2. Set up the office in terms of furniture, connectivity, IT and other equipment
   3. Establish the signage and branding for the Law Centre
   4. Ensure suitable insurances are in place
   5. Obtain the necessary software/case management system
6. Working with the Trustee Board, develop and deliver **fundraising strategy** including sourcing funds to recruit the initial legal team and launch the Law Centre;
   1. Start to implement the strategy;
   2. Identify and respond to funding application opportunities as they arise;
   3. Provide regular reporting on fundraising to the trustees
7. Adopt all necessary agreements, policies, procedures and structures (as well as internal operation manuals etc.) for **legal and financial compliance** ahead of the Law Centre’s launch
8. Attend and assist with **Steering Group meetings**, which could mean some out-of-hours working
9. Assist with the **recruitment** of staff and volunteers for the launch of the Law Centre
10. **Manage volunteers** and engage with supporters who seek to assist with the development of the Law Centre
11. Working with the Trustee Board, develop and implement a **communication strategy** to promote the Law Centre during the development phase, including:
    1. Updating the website and establish what additional functionality may be required through the website
    2. Creating a plan for social media and establishing a team to feed the channels
    3. Ensuring the Law Centre’s commitment to providing services in the Welsh language is reflected in its web and social media output
    4. Responding to public enquiries about the Law Centre
    5. Creating informational materials about the Law Centre
    6. Promoting the Law Centre project in national and local media, acting as a spokesperson for the project where appropriate
    7. Identify opportunities to promote the law centre at relevant event

**North Wales Law Centre Steering Group**

**Development Manager Requirements**

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| Requirement | Essential | Desirable |
| Interest in and commitment to improving access to legal advice, equality and social justice | YES |  |
| Ability to communicate in Welsh |  | YES |
| Experience in fundraising (community fundraising or grant funding) |  | YES |
| Experience of engagement in local communities | YES |  |
| Ability to commute to Llandudno Junction at least once a week | YES |  |
| Able to travel around north Wales | YES |  |
| Experience of organising volunteers |  | YES |
| Understanding of, and commitment to, the aims of the Law Centre Network | YES |  |
| Working knowledge of different funding sources for legal advice provision |  | YES |
| Excellent proven oral and written communication skills | YES |  |
| Confidence and skills to build and maintain networks | YES |  |
| The ability to represent NWLC Steering Group in external contexts including at meetings with civil society organisations; funders; members of the public | YES |  |
| Ability to be self-motivated | YES |  |
| Good working knowledge of Microsoft Office applications | YES |  |
| Digital literacy and ability to update website and social media | YES |  |
| Right to work in the UK | YES |  |
| Ability to plan and manage budgets |  | YES |
| Strong marketing experience and skills |  | YES |