



Engagement & Training Officer Wales

Reports to:	Head of Clinics Programme
Salary:	£22,035 per annum (£27,544 full-time equivalent)
Hours:	Part-time, 28 hours per week
Contract:	Permanent
Holiday:	25 days annual leave (at full time equivalent) plus bank holidays and Christmas closing, increasing with service
Benefits:	5% contributory pension scheme and private healthcare cashback plan
Location:	Home based, but located in Wales

About LawWorks

What we do

LawWorks is the operating name of the Solicitors Pro Bono Group. We are a charity, and our aim is to enable access to justice through supporting and developing the contribution of legal pro bono.

We encourage, facilitate and celebrate pro bono across the solicitor profession in England and Wales.

Who we work with

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 member organisations, including some of the largest City firms and international firms with an office in London, national, regional and local firms, in-house legal teams, law schools and charities.

Who we are

LawWorks is a relatively small organisation with close to 25 members of staff, half of which are usually based at an office in central London, with other colleagues based in Cardiff, South West England, North East, East and the Midlands.

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.

Our projects

There are a number of key strands to our work to support and facilitate pro bono:

- We support a growing network of over 300 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, training and resources for clinic volunteers and coordinators;
- Our Not-For-Profits Programme facilitates the provision of free legal advice for small charities and not-for-profit organisations, supported by volunteer lawyers from among LawWorks' members (see below);
- Our Secondary Specialisation Programme supports the development of more 'in-depth' pro bono in areas of social welfare law. This currently includes welfare benefits representation (supporting volunteer solicitors to represent individuals at (1st tier) social security benefit appeals), an unpaid wages project and 'Voices for Families', with the charity Together for Short Lives, supporting parents and carers of children with life-limiting conditions;
- We support Pro Bono Connect: a project which facilitates barristers and solicitors working together on pro bono cases;
- We have launched new online tools and digital platforms, including an online clinic called 'Free Legal Answers' and the Pro Bono Portal UK (with Justice Connect, an Australian access to justice charity).

LawWorks is pleased to have been awarded funding by the National Lottery through the People and Places Fund to further build on our work in Wales.

The role

Our experience in Wales, where we established LawWorks Cymru in 2013, has shown us 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 expanding stakeholder engagement in order to increase the number of independent legal advice clinics in Wales and promote pro bono involvement by the legal profession. You will work to identify and engage new stakeholders, develop training sessions and support impact monitoring. This role will work closely with the Clinic Support and Development Officer (Wales), who acts as the first point of contact for guidance and support for clinics in Wales.

Key priorities for this role will be:

- Increasing the number of individuals in Wales provided with free legal advice at clinics in the LawWorks Clinics Network by facilitating the development of new clinics through stakeholder engagement;

- Growing contacts with law firms, individual solicitors and third sector organisations in Wales;
- Supporting impact evaluation of the Clinics Programme in Wales as well as supporting clinics on the LawWorks Clinics Network to monitor the impact of their service on clients, with a focus on client wellbeing;
- Identifying training needs of clinics in Wales and law firm volunteers involved, working with colleagues to arrange regional and/or remote training and other events to serve those needs.

We are looking for a confident networker who is able to identify opportunities and establish new partnerships. All of LawWorks' work is delivered through partnerships so it is essential that the candidate is personable, collaborative and an effective communicator.

A background in the legal or advice sector will be an advantage, but not essential - training and support will be provided for someone from another sector who is passionate about pro bono and access to justice and willing to learn. Experience of managing multiple projects and seeing them through to completion will also be an advantage.

The role offers variety, autonomy, the opportunity to help develop new initiatives from idea to launch, and a chance to support your local community.

The position will be predominantly home based, with regular travel throughout Wales and to Cardiff at least once a month, occasional travel to LawWorks' office in central London.

Key task areas and duties

- Develop relationships with law firms, legal teams and other relevant stakeholders to identify their needs in relation to pro bono.
- Facilitate sharing between stakeholders in the region to identify best practice, local opportunities for collaborative working.
- Support LawWorks' clinic development work in the region, meeting annual targets for new clinics to launch with a particular focus on developing clinics in healthcare settings.
- Identify local training needs and organise training with external experts in areas of social welfare law or soft skills.
- Work with the wider LawWorks team to support deliver local engagement events.
- Support data collection, evaluation and impact assessment for internal and donor purposes and to inform policy.
- Contribute to the overall development and running of LawWorks, undertaking any other tasks which may from time to time be required.

Person Specification

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

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 11:59pm on Sunday 27th November. Late applications will not be accepted.

Please submit your application to applications@lawworks.org.uk citing 'LawWorks Cymru' in the subject line.

Interviews for those shortlisted for interview will be held the week commencing **5th December.**

For an informal conversation about the role (in confidence) please contact Caroline Bullen, Head of Clinics Programme caroline.bullen@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.

November 2022