

The Access to Justice Foundation Trustee Recruitment Pack

Closing date for applications: 1 April 2020 at 11pm

Interviews: 23 April 2020

Contents

1. Overview
2. Welcome from the Chairman
3. Vision, Mission and Objectives
4. Trustee Person Specification
5. Trustee Role and Responsibilities
6. Time Commitment
7. Remuneration
8. How to Apply

1. Overview

The Access to Justice Foundation is seeking trustees to bring additional skills, perspectives and expertise to our work.

We are looking for candidates who share our vision of a society where everyone has access to justice and welcome applications from people based across the UK. Although board meetings are held in London, reasonable expenses are reimbursed and there are opportunities to attend some meetings remotely.

We are looking to fill two to four vacancies, including those with one (or more) of the following:

- A professional accountancy qualification and recent, relevant financial experience.
- Experience of grant making at board or executive level.
- Experience and an understanding of the free legal advice sector.

These rewarding and stimulating roles will require a time commitment of around ten days a year and are unremunerated.

We are particularly keen to ensure that our trustee board reflects the diverse nature of the communities we support. We encourage applications from everyone regardless of age, disability, gender, ethnicity, religion and sexual orientation.

We will generally offer an interview to any applicant that declares they have a disability and meets the minimum criteria for the job as defined by the person specification.

2. Welcome

Thank you for expressing an interest in joining the Access to Justice Foundation's board of trustees.

The Access to Justice Foundation is the only national charity solely focused on providing funding and support for access to legal advice and representation. We raise funds and distribute them strategically to those advice agencies that can make the most difference to the lives of vulnerable people.

The organisations we support work tirelessly to help the most vulnerable in society. Some examples of the work we fund are:

- Keeping family breadwinners in employment through challenging unlawful discrimination;
- Preventing young families from being made homeless;
- Supporting disabled people to avoid poverty by achieving a basic level of income;
- Helping victims of sexual violence and torture to rebuild their lives.

In 2018 we distributed a total of £2,080,182 in grants, including £1,360,844 under the MOJ funded Litigant in Person Support Strategy. We have five full-time and three part-time staff.

Our board of trustees wishes to increase its skills and knowledge by recruiting two to four additional trustees to join them and to enable succession planning as some of our current trustee terms come to an end. A trustee with grant making experience is needed to chair the board's Grants Committee and a trustee with finance experience is needed to join the Governance, Risk and Audit Committee. We are also keen to receive

applications from those with experience of the free legal advice sector.

As an organisation we are particularly keen to ensure that our trustees are fully representative of the people we ultimately support and we welcome applications from everyone regardless of age, disability, gender, ethnicity, religion and sexual orientation.

Working as a trustee of the Access to Justice Foundation is hugely rewarding and if you share the importance we place on our vision to ensure access to justice we would be delighted to hear from you. You can find out more about our work on our website www.atjf.org.uk. Useful information about the roles and responsibilities of trustees can be found on the Charity Commission [website](#).

If you would like to have an informal discussion about this role please contact our Chief Executive, Ruth Daniel at ruthdaniel@atjf.org.uk.

We look forward to receiving your application.

Yours sincerely

Lord Goldsmith QC
Chairman

3. Vision, Mission and Objectives

Our **vision** is that no one should be denied access to justice

Our **mission** is to increase the provision of support available to vulnerable people requiring access to the law through strategic grant making and supporting the advice sector.

Our **aims** are:

1. To increase the availability of free legal advice and representation to vulnerable people
2. To increase the availability of legal support services available to vulnerable people
3. To broaden the provision of public legal education

Our **objectives** are:

1. To increase funding for the advice and pro bono sector to ensure we meet the needs of our beneficiaries, to include local and regional fundraising
2. To improve the effectiveness of grant making to both local and national organisations within the sector
3. To support the sector by providing leadership and encouraging collaboration

What factors will be critical to our success?

- Working in partnership with our key stakeholders, including other funders
- Harnessing the support of the legal professions, including in kind support
- Performance of our staff, trustees and volunteers
- Good relationships with our grantees and the wider sector
- Successful communications strategy
- Sufficient resources

4. Person specification

Essential criteria

1. A commitment to the vision, mission and objectives of the Access to Justice Foundation.
2. An understanding and acceptance of the obligations and responsibilities of a charity trustee and company director.

3. Independent judgment.
4. An ability to listen, communication and influence effectively.
5. An ability to assimilate complex information and participate fully in trustee deliberations, including offering contributions and challenges outside the area of your main expertise.
6. A willingness to devote the necessary time and effort to the role.
7. Strategic vision.

Specific additional areas of expertise in relation to finance (one trustee required):

1. A professional accountancy qualification.
2. Relevant and recent finance experience, including financial controls and audit.
3. An understanding of charity accounts.

Specific additional areas of expertise in relation to the advice sector (at least one trustee required):

1. Experience of the free legal advice sector at executive level or as a result of direct personal experience.

Specific additional areas of expertise in relation to grant making (one trustee required):

1. Experience of grant making at an executive or board level.

5. Trustee role and responsibilities

Those who serve as trustees of the Access to Justice Foundation have duties, responsibilities and liabilities both under Company Law as Directors and under Charity Law as Trustees. Candidates must be 18 years or above and will be expected to demonstrate high standards of corporate and personal conduct including impartiality, fairness, integrity, respecting confidences and objectivity in the execution of the role and responsibilities.

The legal duties of a trustee are:

- To ensure the charity is carrying out its purposes for the public benefit.
- To comply with the charity's governing document and the law
- To act in the charity's best interests.
- To manage the charity's resources responsibly.
- To act with reasonable care and skill.
- To ensure the charity is accountable and complies with legal requirements.

The duties of Company directors:

- To act within powers under the constitution.
- To promote the success of the company.
- To exercise independent judgment.
- To exercise reasonable care, skill and diligence.
- To avoid or manage conflicts of interest.
- Not to accept benefits from third parties.
- To declare interest(s) in proposed or existing transactions or arrangements.

6. Time Commitment

It is envisaged that appointments will be for an initial term of three years which may be extended by up to two further three-year terms. The Board of Trustees meets at least four times (more usually six times) per year in London usually between 5pm and 7pm, with one all day strategy meeting per year.

Trustees are also expected to sit on at least two separate committees which usually meet quarterly for up to two hours.

Further time will be required in reviewing documentation and finance information prior to meetings, as well as following up any action points from meetings. Trustees are encouraged to spend time with beneficiaries and to involve themselves in the Foundation's fundraising activities.

7. Remuneration

The role is unremunerated but reasonable expenses can be paid.

8. How to Apply

Please email completed applications on or before 2 April 2020 to Ruth Daniel
ruthdaniel@atjf.org.uk

Applications should include:

- a) A supporting statement that:
 - Tells us why you are motivated to become a trustee of the Access to Justice Foundation
 - Evidences your skills, experience and qualifications as required by the person specification for the role you are applying for.
 - Explains how you believe your skills and experience will help the organisation to meet its legislative responsibilities and support our strategic and financial planning.
- b) A comprehensive CV including details of your achievements in each role.
- c) The names, positions, organisations and contact details of **two referees**:
 - Your referees must include employers covering the last five years.
 - References will only be taken once your express permission has been granted.
- d) A completed **Equal Opportunities Monitoring Form (not compulsory)**
 - The information provided will be treated as confidential and used for statistical purposes only.
 - The form will not be treated as part of your application.
- e) We request that you inform us if you will require any special provision because of a disability should you be called for interview.
- f) Email, mobile, work and home telephone numbers, as well as any dates when you will not be available or might have difficulty with the interview timetable.

Closing date for applications: 1 April 2020 at 11pm

Interviews: 23 April 2020 in Central London

The interview dates may be subject to change and candidates will be advised in advance should this happen. If you are unable to make 23 April please let us know when you apply.

Successful applicants will be asked to take up their appointments as soon as possible. If you do not hear from us within 21 days of the closing date, please assume your application has been unsuccessful on this occasion. Please note that we only provide feedback to shortlisted candidates.