

Head of LIPSS Partnership Application Pack

Thank you for your interest in applying for this role with the Litigant in Person Support Strategy. If you have any questions regarding the role, please contact Rebecca Wilkie at the email address provided below. The Access to Justice Foundation promote equal opportunities in its own functions and that of beneficiaries.

To apply please send your CV, a cover letter setting out how you meet the person specification (two pages maximum) and a completed monitoring and evaluation form (not compulsory) to Rebecca Wilkie (rebeccawilkie@atjf.org.uk) by **5pm on Thursday 21st May**. Shortlisting will take place on Friday 22nd May and interviews will take place on **Tuesday 26th May** via Zoom.

Role Overview

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| Salary | £44,000-£46,000 (plus 3% pension contribution) |
| Contract: | Full time, one-year fixed term (with possibility of extension) |
| Purpose of Role: | To oversee the smooth and effective delivery of the Litigant in Person Support Strategy. |
| Reports to: | Access to Justice Foundation CEO |
| Location: | Central London (occasional travel required) |
| Hours: | 9am – 5.30pm (occasional evening work required) |
| Annual leave: | 25 days plus bank holidays |

The organisation

The Access to Justice Foundation (the Foundation) is a national charity solely focused on improving access to specialist legal advice and representation for vulnerable people. We achieve this through increasing funds coming into the sector and making grants to increase the reach of organisations seeking to improve access to justice. We are an independent funder supported by the legal profession.

The role

We are currently seeking a highly motivated Head of LIPSS Partnership to lead the Litigant in Person Support Strategy (LIPSS), a national partnership of organisations working together to improve the experience of people facing the legal process alone. There are six core partners in LIPSS, one of which is the Foundation. This is an exciting opportunity to play a pivotal role in supporting and developing access to justice for vulnerable people across England and Wales. Reporting to the Chief Executive and working with the LIPSS CEO Committee, you will be responsible for managing the partnership.

Job Description

Key tasks

Working with the LIPSS CEO Committee, responsibility for managing the Litigant in Person Support Strategy (LIPSS), including:

- Developing and implementing the business plan.
- Working closely with internal and external stakeholders across England and Wales to establish, develop and strengthen relationships.
- Working with stakeholders and LIPSS Partners to try and tackle identified gaps in provision.
- Engaging with Partners to ensure delivery of funded aspects of the LIPSS, including managing and delivering on reporting obligations.
- Scoping and developing new opportunities for funding for projects that align with the objectives of the LIPSS.
- Working with the Partners to engage with relevant policy developments to help develop a voice for the LIPSS within the sector.
- Provision of administrative support to the committee of CEOs and Advisory Council.
- Liaising with the Ministry of Justice and overseeing delivery of funding requirements.
- Preparing internal quarterly updates, engaging with stakeholders and representing LIPSS at events.
- Coordinating and drafting reports for funders.
- Maintaining the accurate and secure on-line and offline filing system of LIPSS.
- Preparing, collating and circulating committee and council papers, working to strict deadlines.
- Ensuring the smooth running of all meetings including: accurate minute taking, recording of actions and following up with staff to ensure actions are completed in a timely and efficient manner.
- Regularly reviewing stored data (e.g., on Salesforce) to ensure records are accurate and up to date.

Person Specification

Skills

- Leadership, management and organisational skills
- Ability to inspire trust and work in a consultative and collaborative way.
- Ability to secure commitment and cooperation from others
- Excellent interpersonal skills and the ability to establish connections and credibility at all levels
- Strong communication and presentation skills
- Research and analysis skills
- Flexible, self-motivated and a positive attitude
- Good IT skills – to present work professionally and manage data
- Degree or equivalent relevant experience
- Willingness and ability to carry out administrative duties
- Willingness to travel within England and Wales, including occasional evening work

Experience

- Experience in the advice sector, the legal profession or the courts
- Experience of working across organisational boundaries and developing partnership approaches
- Experience of working with board members, directors and senior managers

Overview of the LIPSS Partnership

Introduction

LIPSS is a national partnership of organisations working together to improve the experience of people facing the legal process alone. LIPSS was launched in 2014 in response to the increasing numbers of vulnerable people facing the prospect of court proceedings without advice or support. The Ministry of Justice has funded LIPSS since 2014-15 and we currently receive £1.45 million per year.

The term *litigant in person* has been interpreted in different ways. For the purposes of LIPSS, our definition of a *litigant in person* is people experiencing one or more of the following:

- Engaged in a hearing or legal proceedings
- Have a legal issue and approach us about a potential action

- They are potential defendants in legal proceedings
- They have a potential legal remedy available to them but are unaware of it

The definition does not include people who may have a legal issue on the horizon (i.e. broader public legal education is excluded from our remit)

There are six Core Partners in LIPSS. Law for Life, LawWorks, RCJ Advice and Support Through Court are the four main recipients of LIPSS funding from the Ministry of Justice, Advocate and the Access to Justice Foundation are the two unfunded partners.

Our aims

Through our six Core Partners, people can access help online, in person and over the phone. The journey of a litigant in person is not linear, people access help at different points and require support tailored to their legal matter and wider needs. Whether it be through using an online benefits calculator and letter writing tool, getting one-off of pro bono advice and representation, or having someone provide emotional support during their hearing, the Partners work to ensure that each or all these services are available for those who need them. Through varied expertise and delivery models, the LIPSS Partners strive to meet the following aims and ensure that those in need can access the right type of support, at the right time.

Together we aim to ensure that:

- Litigants in person know what support is available to them
- Litigants in person can access appropriate practical and emotional support
- Litigants in person have routes to free or affordable legal advice
- The legal system is more responsive to the needs of litigants in person

Remit

We cover the following areas of law in England and Wales – Civil, Family, Tribunals. We do not cover Crime, broader public legal education, nor civil matters covered by other sources of funding

Operational overview

LIPSS is overseen by a committee of the six Core Partners' Chief Executives, supported by a full-time Head of LIPSS Partnership. The Committee meet every two months to share learning, resources and ensure that new projects and areas of focus are being driven and supported by Partner collaboration. The Committee is supported by an independent Advisory Council and governance of LIPSS is overseen by the Board of the Access to Justice Foundation. Additionally, the Head of LIPSS Partnership meets monthly with Partners' senior staff to review the operational aspects of Partner services, identifying trends in demand and providing updates on service capacity.