

Job Title: **Assistant Organisational Development Consultant**

Salary: £30,000

Term: Full time – one year fixed term contract

Location: Home based (with some travel to clients if Covid19 restrictions allow and if necessary)

As part of the Community Justice Fund, the Access to Justice Foundation has been able to set up its Organisational Support Programme for grantees. This programme is about providing more than just financial support. Under this programme, grantees (organisations providing specialist legal advice and casework like Law Centres and local citizens advice) will be offered management and leadership training, organisational development and management consultancy and will be helped to access other available support.

We are looking for an exceptional candidate who can work with sector leading management and organisational development consultants to support our grantees.

The role will involve working directly with the management and Trustee Boards of funded organisations on management consultancy, organisational development, financial stability and governance projects. It will include gathering data; assessing need; facilitating discussions and strategic planning events; preparing documentation; searching out additional resources; and bringing organisations and managers together.

We anticipate that the role holder will work closely with umbrella bodies like the Law Centres Network, Advice UK and Citizens Advice.

The successful candidate will need:

- To be motivated and engaged;
- Excellent organisational and time management skills;
- Adaptability and a willingness to adjust to a changing role;
- Excellent IT skills and particularly MS Excel and Work;
- An ability to continue developing the programme.

Our preferred candidate will have:

- Experience of working in the legal services of specialist advice sector;
- Experience in a management or team leadership role;
- An understanding of charity governance and finances;
- An appreciation of the challenges facing the specialist advice sector;
- An ability to identify, isolate and analyse data;
- The ability to help grantees identify what help and support they need.

This role would ideally suit a charity sector manager looking for a change in role or an advice sector lawyer / caseworker with an interest in moving into a management or consultancy role. This is not a route to a training contract.