

THE ACCESS TO JUSTICE FOUNDATION



Development Director Recruitment Information

Spring 2021

Dear Applicant

Thank you for your interest in this post and working for The Access to Justice Foundation.

It is an exciting time to join the Foundation. Due to significant incoming funds in 2020, we were able to support an unprecedented number of advice agencies through our grant making. In what was an unprecedented year for all, this funding provided us with an opportunity to grant vital and more funds to various organisations, in very uncertain times when it was desperately needed.

Whilst we are pleased with our achievements to date; we remain aware of the ongoing needs within the sector we serve and how additional funds continue to be much needed to keep services open. The Development Director post is a crucial post with the responsibility of taking the lead to help us raise our income generation to continue supporting the organisations reliant on this income.

We believe that we have much to learn and profit from diverse cultures and perspectives, and that diversity and an inclusive culture will make the Foundation more effective in meeting the needs of all our stakeholders. We are fully committed to anti-discriminatory practices and do not discriminate on the grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, pregnancy, disability or age.

We are committed to developing and maintaining an organisation in which differing ideas, abilities, backgrounds and needs are fostered and valued, and where those with diverse backgrounds and experiences can participate and contribute.

There will be various areas for development, growth and new initiatives within this role, that will provide the postholder space to stretch and develop their expertise as the Foundation continues to advance.

Please ensure that your CV and a short statement (no more than 2 sides of A4), outlining your experience and interest in this post is emailed to enquiries@atjf.org.uk by or before 20th April 2021.

We will be shortlisting applications as received and may close this post early if we receive sufficient applications. You are encouraged to apply early for consideration. Please note that due to the volume of applications received, regrettably only shortlisted applicants will be contacted.

We look forward to receiving your application.

Yours sincerely

**Clare Carter
Interim Chief Executive**

About Us

The Access to Justice Foundation is a UK wide grant making charity which support the provision of free legal advice and representation to the people who need it the most. We are led by the legal professions and rely on the support of the legal community to help us raise funds and raise awareness of the work which we support.

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

Our **mission** is to support organisations providing legal advice to vulnerable people through improving collaboration, increasing funds for the sector and strategic grant making.

Our **objectives** are:

1. To increase funding for the advice and pro bono sectors to ensure they can meet the needs of their beneficiaries.
2. To improve the effectiveness of grant making to both local and national organisations within the sector

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
- Sufficient resources

Objective 1 – Increasing funding for the advice and pro bono sectors.

- a. Attracting new, additional funds to the sector by developing relationships and making the case for access to justice with a range of potential supporters including:-
 - grant making trusts and foundations.
 - the legal profession
 - organisations allied to the legal profession e.g., litigation funders, insurers etc.
- b. Identifying and developing new income streams for the sector, including learning from ways the advice sector is resourced in other jurisdictions.
- c. Continuing to maximise income derived from donations, pro bono costs orders, unclaimed client accounts, legal walks and other events.

Objective 2 – Improving the effectiveness of grant making to the sector

- We will work closely with other advice funders to avoid duplication, share learning and streamline processes.
- We will work with the sector to ensure we understand what they most need and how we can best support them.
- We will focus our resources where they can be most effective in the following ways:-
- Working with our regional committees to support several regional hubs, advice agencies who are committed to using their resources effectively to meet more of the need regionally, we will provide financial support but also help to leverage in kind pro bono support.

- Working with national providers to identify the potential for rolling out successful pilot projects.
- Approaching other funders and legal providers who may be able to provide additional funds to develop the above.

Our Values

1. We are **purpose driven**.

Whether our focus is grant-making, fundraising, or advocating for the sector we show dedication in everything we do. We are committed to justice, equity, and fairness and together we believe that increasing the provision of free or affordable legal advice will have a profoundly positive impact on society.

2. We are **responsible**.

When we commit to an undertaking, we don't let people down. Partners know that we can be trusted to manage and implement funding opportunities to maximise impact for the free legal advice sector in the UK. We work closely with government, the legal profession, and other charities in the sector to advise and identify areas of need, influence strategy and ensure that vital funding and resource is delivered where it is needed most.

3. We are **ambitious**.

We strive to increase resources to improve access to advice across the UK and use our knowledge and influence to enhance support for our beneficiaries and make a real difference to the people and communities who rely on these vital services. We are multi-focused, delivering strategic grant rounds, impactful projects, effective partnerships, and fundraising campaigns to achieve our ambitious goals.

4. We are **collaborative**.

We work collaboratively with other funders and stakeholders to maximise our combined impact and ensure that funding across the sector is strategic and streamlined. Our community focused approach means we prioritise listening to and understanding the needs of our grantees and use these learnings to inform our processes and develop new and effective ways of working.

Job Description

Development Director

Salary: up to £50,000 per annum pro rata

Hours: FT or PT

Responsible for: Development Team

Reporting to: CEO

Key Responsibilities:

- Implement and execute an annual development plan to meet income generation goals, with a particular focus on:
 - 1.) solicitors unclaimed client accounts
 - 2.) pro bono costs
- Providing leadership to the development team, including providing oversight of the Foundation's regional events and other fundraising activities
- Developing and maintaining excellent relationships across the legal community, including existing and potential supporters
- Setting and monitoring appropriate KPI's for the development team
- Preparing regular progress reports for the senior management team and the board of trustees.
- Recruit and manage a team of volunteers to assist with fundraising and events, ensuring that they are properly supported and focused on key activities and outcomes.
- Ensuring the impact of the work we fund is demonstrable and properly communicated.
- Represent the Access to Justice Foundation at networking events, external meetings and conferences.
- Collaborating with networks to identify and build relationships with new donors.
- Maintaining a good understanding of the issues facing the access to justice sector
- Prepare and present regular reports on progress towards income generation goals.
- Oversee donor communications, newsletters, and annual report.
- Actively contributing to the Foundation's wider strategy as part of the senior management team.

Person Specification

Essential

- Legal qualification and/ or experience.
- Experience of the access to justice sector.
- Ability to promote the work funded by the Foundation and to secure significant financial support.
- Excellent computer skills.
- Proficient with MS Office applications and CRMs.
- Excellent understanding of best practices.
- Outstanding interpersonal, communication, and presentation skills
- Ability to work independently.
- Ability to create a positive working environment in which equality and diversity is well managed, dignity at work is upheld and all staff are empowered and motivated to do their best.

Desirable

- Previous management experience.
- Track record of meeting fundraising goals.
- Applied understanding of basic fundraising principles and regulatory requirements.

Benefits

- Flexible working options
- 25 days holiday plus bank holidays
- Contributory pension after the probation period(currently six months)
- Employee Assistance Programme
- Continuing personal development training opportunities

There is flexibility in where you choose to work, although there would be a requirement for occasional days to be worked from our office in London, once COVID restrictions are lifted. Precise days and working pattern will be agreed with the postholder.