

THE ACCESS TO JUSTICE FOUNDATION

Grants Officer

Recruitment Information

June 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, at an uncertain time when our support was desperately needed.

We are looking to recruit an enthusiastic and capable Grants Officer to support the delivery of our Legal Support for Litigants in Person programme. This programme of national and regional grants is one of the Foundation's three main funding programmes.

Legal Support for Litigants in Person (LSLIP) programme

LSLIP is a two-year programme established in 2020, supported by a £3.1m grant from the Ministry of Justice. This funding is intended to increase provision of services to litigants in person across England and Wales, and aims to meet the following objectives:

- Enhance services that support the earliest possible interventions for Litigants in Person (LIPs), reducing the risk of their problems escalating.
- Develop our understanding of how and when litigants in person access different services, to help ensure that services are designed around the people who need to use them.
- Build an evidence base of what works and what doesn't, by evaluating the effectiveness of the support delivered by the new grant to litigants in person.

Delivery of the programme includes over 40 legal advice and support organisations across 11 projects. These can be separated into three funding streams:

- Five **local** grants which scale up the provision of organisations around the country that are already working with litigants in person in multiple areas of civil and family law.
- Three **regional** grants which develop services for litigants in person in geographic areas where there are gaps in provision, building up coordinated networks across a region.
- Three **national** grants which fund services that can reach across England and Wales by delivering information, guidance and/or advice through alternative methods to face to face, making use of remote means of delivering support.

There is a supportive and collaborative team (comprising of a Grants Manager, a Grants Officer, and a Data and Learning Manager) that provide full support to the grantees and work closely with the Ministry of Justice to provide thorough and consistent impact and equalities data, reporting and analysis. With this learning we aim to increase understanding of the need for and provision of legal advice, making the case for sustainable funding and support for the advice sector.

We believe that we have much to learn 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 sex, 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 and the work of the **(LSLIP) programme** 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 12th July 2021.

Please note that due to the volume of applications received, regrettably only shortlisted applicants will be contacted. Shortlisted candidates will be invited to interview on either Monday 19th July or Tuesday, 20th July 2021. If either of these dates are not viable, please state this in your covering letter.

We look forward to receiving your application.

Yours sincerely

Stacey Lamb
Interim Grants Director

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.

Grants Officer

Duration: Temporary, 12 months fixed term contract

Salary: £30,000 per annum(pro rata for part time hours)

Hours: 9am to 5.30pm four or five days a week (we welcome applications for flexible working)

Reporting to: LSLIP Grants Manager

There are no direct line management responsibilities attached to this role

Key tasks

1. Support the smooth administration of the LSLIP grants programme, including the application and reporting process and dealing with grantee enquiries
2. Maintain the on-line and offline filing system for the LSLIP grants programme.
3. Coordinate submissions of internal and external grantee reports from across England and Wales.
4. Arrange meetings with colleagues, external bodies and grantees as required.
5. Ensure the smooth running of all meetings including attendee invitations, reminders and room bookings.
6. Take accurate minutes and record actions arising from the meetings, following up with attendees to ensure actions are completed in a timely and efficient manner.
7. Ensure grantee contact details and grant information are accurate and up to date on Salesforce.
8. Represent LSLIP at external events (online and in person).

There may be a requirement to attend events and other work outside office hours. This may be in person or online. Time off in lieu will be given for extra hours worked, subject to the demands of the service.

Person Specification

Essential

- Enthusiasm for the cause and our work
- Proficiency in Microsoft Office
- Excellent organisational skills
- Excellent attention to detail
- Ability to prioritise a varied and busy workload
- Understanding of the need for strict confidentiality
- Ability to work alone and in a small team
- Excellent and accurate writing and minute-taking
- Good communication skills
- Ability to exercise initiative

Desirable

- Familiarity with the Access to Justice Sector
- Experience of grants administration
- An understanding of good charity governance
- Experience of using databases
- Familiarity with Salesforce

Benefits

- Flexible working options
- 25 days holiday plus bank holidays(pro rata for part time staff)
- Contributory pension after the probation period (currently three 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 an occasional day/s to be worked from our office in London, as lockdown restrictions are eased. Precise days and working pattern will be agreed with the postholder. We are open to this role being predominantly homebased.