

# THE ACCESS TO JUSTICE FOUNDATION



**Senior Development Officer  
Recruitment Pack – May 2022**

***Dear Applicant***

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

We are a small friendly and hard working team who are passionate about working towards our vision of a society where everyone has access to justice.

The last couple of years have been challenging for everyone, including the free legal advice sector. The cost of living crisis will drive further demand for services and therefore our fundraising work is more important than ever. The Senior Development Officer role is crucial to ensuring the delivery of the Foundation's key objectives, raising additional funds and effective grant making to support the provision of free legal advice.

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. We are also committed to supporting people to develop within their role.

We are more interested in the skills you have than your qualifications or sector specific experience. If you are someone who enjoys building relationships, have excellent organisational skills and isn't afraid of asking people for money, we look forward to receiving your application.

**Yours faithfully**

**Lynne Squires  
Development Director**

## Job Description – Senior Development Officer

Salary: £ 31,000 per annum

Hours: Full Time

Reporting to: Development Director

There are no direct line management responsibilities attached to this role.

### Purpose of the role

The purpose of the Senior Development Officer role is to build relationships with legal professionals, raise funds from them (largely through events) and to manage a team of volunteers.

### Main duties and responsibilities:

#### *Working to increase funds raised for the Access to Justice Foundation*

- Raise significant income through a series of national and local community participation events and activities across the UK
- Support the development director in scoping new opportunities for income generation
- Ensure compliance with relevant systems and processes

#### *Establishing and managing relationships*

- Develop and maintain relationships with law firms, chambers, universities, local legal networks, legal recruitment agents and other organisations allied to the legal profession in order to raise funds and maximise impact of our events programme
- Support the Development Director in identifying potential key stakeholder relationships and strengthening our regional presence
- Ensure staff, volunteers and Trustees are kept up to date with the Foundation's events and activities programme

#### *Volunteer management*

- Identify potential volunteer roles
- Recruit and support volunteers, including providing them with opportunities which support their career development
- Ensure volunteers are properly embedded as part of the team, including through providing a thorough induction and supervision process
- Conduct exit interviews, collate feedback and improve practice as needed

#### *Marketing and communications*

- Ensure events and activities are marketed appropriately through a range of channels using impactful and up to date material
- Support the management and updating of CMS content and CRM data to ensure currency, accuracy and compliance

#### *General*

- Maintain awareness of relevant developments in the sector
- Ensure all relevant policies and procedures are complied with
- Other tasks as required generally commensurate with the post

## Person Specification

### Essential

- Ability to use initiative to work alone ensuring work is planned, prioritised, and organised to achieve set deadlines and agreed targets.
- Excellent written and oral communication skills, with ability to adapt and respond to different audiences
- Strong interpersonal skills and capacity to build authentic and effective relationships
- Good time management skills, including an understanding of the most efficient way to work to achieve the goal
- Has the persistence and desire to get past 'gate keepers' during cold/warm calls to develop a consistent pipeline of leads and opportunities
- An understanding of volunteer management
- Excellent IT skills, including a working knowledge of CRM database management, Microsoft Office, CMS software, and digital communications platforms.

### Desirable

- Experience in income generation via a range of activities
- Excellent problem-solving skills with ability to think creatively and find innovative solutions that may extend beyond the traditional approach
- Knowledge of the professional legal services sector (or similar)
- Working knowledge of charity fundraising legislation, including GDPR
- Volunteer supervision

## Benefits

- Hybrid working
- Flexible working options
- 25 days holiday plus bank holidays
- 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 2 days per week to be worked from our office in London.

Precise days and working pattern will be agreed with the postholder.

## Application Instructions

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 submitted by or before **Friday 17<sup>th</sup> June 2022** to [enquiries@atjf.org.uk](mailto:enquiries@atjf.org.uk) Subject Ref: Senior Development Officer Application.

Please note that due to the volume of applications received, regrettably only shortlisted applicants will be contacted.

## About Us

The Access to Justice Foundation is a UK wide grant making charity which supports the provision of free legal advice and representation to the people who need it the most. We work closely with 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 a society where everyone has access to justice.

Our **mission** is to improve people's lives by increasing the availability of quality legal advice and support.

## 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.

### 5. We are committed to **equality, diversity, and inclusion**

In the past year, the Foundation has undergone significant change following the impacts of Covid-19. In this period of growth, we have taken the opportunity to look inwardly and reflect on our practices and our approach, looking at what we could do better, what needs to change and what we as an organisation need to do to get there. As part of this, we are committed to putting equality, diversity and inclusion at the forefront of our work and culture. We value diverse backgrounds, cultures and perspectives and know that individuality and difference can only benefit the

Foundation and the work that we do. We want this commitment to reflect the Foundation inside and out - in our recruitment, grant giving, fundraising, strategy, training opportunities, collaboration and culture. This is important work which we are looking at from all levels of the Foundation, from governance and staff, through to our grantees, partners and funders. We are all at different stages on this journey, but together, we hope to make a positive and meaningful impact, to do our part to instigate change and build an organisation representative of the communities that we support. We know that this is going to take time, but 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, contribute and thrive.

### **Our objectives are:**

1. To increase available resources for the provision of free legal advice and support across the UK.
2. Developing and implementing grant making programmes which align with our values, improve reach and maximise impact.
3. Improving understanding and awareness of the role of the law as a tool for social justice
4. Improving Equality, Diversity and Inclusion

### **Factors will be critical to our success:**

How we balance the use of our internal resource

Our approach to risk

Supporting the well being and development of our staff and volunteers

Our internal reporting and performance management framework

The development and implementation of an effective communications plan

### **Objective 1 – key aims of our development work under this objective:**

- To generate unrestricted income to enable us to discharge our charitable objectives.
- To generate funding to ensure individuals and communities can have access to legal advice.
- To raise awareness of the value and impact of legal advice.
- To ensure income is generated in a way that aligns with our values, our equality, diversity and inclusion ambitions and is focussed in areas where the foundation is uniquely best placed to act
- To ensure our plans have a spread of short, medium and long term objectives and our skills, capabilities and resources are aligned.

### **Objective 2 – key aims of our development work under this objective:**

- The lives of end users are transformed through the work of the grantees we fund.
- Grantees and communities are empowered to work collaboratively towards connected legal support provision and sustainable systematic change.
- Access to justice is used as a tool to address inequality.
- We are an efficient and trusted grant maker, effectively facilitating access to justice

### **Objective 3 – initial activity to be carried out under this objective:**

- Develop clear and consistent messaging across the organisation (and sector where possible), about why this work matters.

- Identify priority areas for making the case for advice eg comprehensive spending review Autumn 2021
- Consider internal systems to ensure learning from our grantees is amplified and linked to relevant external initiatives eg consultations
- Identify and work collaboratively with key partners to amplify positive messaging from the sector, using the data and learning we have collated to do this.

**Objective 4 – In addition to the above objectives, we want to highlight our commitment to equality, diversity and inclusion as part of our three-year strategy.**

- We want to achieve greater equity for minority groups in access to justice.
- We want equity for volunteers, employees and partners from minority groups: in accessing our organisation and feeling fully supported.
- We want ATJF to centre people from minority groups - who have thus far been excluded from our governance, operations and grant making.
- To ensure ATJF is considering inclusion at all levels – for greater public accountability and to justly represent the communities that we serve.
- To understand privilege and the effect that has on exclusion. To understand prejudice and to break that down. To understand how we can use privilege to achieve greater equity for all