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**The Access to Justice Foundation
Trustee Recruitment Pack**

# Closing date for applications: 5pm on the 6th of June 2022

1. **Overview**

The Access to Justice Foundation is seeking a trustee with grant making expertise to join its Board and Chair its Grants Committee, as one of our trustees is retiring.

We are looking for candidates who share our vision of a society where everyone has access to justice and welcome applications from people based across the UK. Although board meetings are held in London, reasonable expenses are reimbursed and there are opportunities to attend most meetings remotely.

The role will require a time commitment of around ten days a year and is unremunerated.

We are committed to equity, diversity and inclusion and are particularly keen to ensure that our trustee board reflects the diverse nature of the communities we support.

Working as a trustee of the Access to Justice Foundation is hugely rewarding and if you share the importance we place on our vision to ensure access to justice we would be delighted to hear from you. You can find out more about our work on our website **www.atjf.org.uk**. Useful information about the roles and responsibilities of trustees can be found on the Charity Commission [**website**](http://www.charitycommission.gov.uk/trustees-staff-and-volunteers/trustee-board/).

If you would like to have an informal discussion about this role please contact our Joint Chief Executive, Clare Carter at clarecarter@atjf.org.uk.

1. **The Access to Justice Foundation**

The Access to Justice Foundation is the only national charity solely focused on providing funding and support for access to legal advice and representation. We raise funds and distribute them strategically to free legal advice agencies that make the most difference to the lives of vulnerable people.

The organisations we support work tirelessly to help the most vulnerable in society. Some examples of the work we fund are:

* Keeping family breadwinners in employment through challenging unlawful discrimination;
* Preventing young families from being made homeless;
* Supporting disabled people to avoid poverty by achieving a basic level of income;
* Helping victims of sexual violence and torture to rebuild their lives.

In 2021 we distributed close to £6.5m in grants. We have ten full-time and two part-time members of staff.

1. **Vision, Mission and Objectives**

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.

We work towards achieving our mission by focusing on the following three objectives.

1. Increasing 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.

## Person specification

### *Essential criteria*

### A commitment to the vision, mission and objectives of the Access to Justice Foundation.

### An understanding and acceptance of the obligations and responsibilities of a charity trustee and company director.

### Independent judgment.

### An ability to listen, communication and influence effectively.

### An ability to assimilate complex information and participate fully in trustee deliberations, including offering contributions and challenges outside the area of your main expertise.

### A willingness to devote the necessary time and effort to the role.

### Strategic vision.

### Experience of grant making at an executive or board level.

### An understanding of the principles of evaluation in a grant making context.

1. **Trustee role and responsibilities**

Those who serve as trustees of the Access to Justice Foundation have duties, responsibilities and liabilities both under Company Law as Directors and under Charity Law as Trustees. Candidates must be 18 years or above and will be expected to demonstrate high standards of corporate and personal conduct including impartiality, fairness, integrity, respecting confidences and objectivity in the execution of the role and responsibilities.

The legal duties of a trustee are:

* To ensure the charity is carrying out its purposes for the public benefit.
* To comply with the charity’s governing document and the law
* To act in the charity’s best interests.
* To manage the charity’s resources responsibly.
* To act with reasonable care and skill.
* To ensure the charity is accountable and complies with legal requirements.

The duties of Company directors:

* To act within powers under the constitution.
* To promote the success of the company.
* To exercise independent judgment.
* To exercise reasonable care, skill and diligence.
* To avoid or manage conflicts of interest.
* Not to accept benefits from third parties.
* To declare interest(s) in proposed or existing transactions or arrangements.

## Time Commitment

It is envisaged that appointments will be for an initial term of three years which may be extended by up to two further three-year terms. The Board of Trustees meets four to six times per year in London (which can be remote) usually between 5pm and 7pm, with one all day strategy meeting per year.

This trustee will be expected to Chair the Grants Committees which usually meets four to six times a year for up to two hours.

Further time will be required in reviewing documentation and finance information prior to meetings, as well as following up any action points from meetings. Trustees are encouraged to spend time with beneficiaries and to involve themselves in the Foundation’s fundraising activities.

## Remuneration

The role is unremunerated but reasonable expenses can be paid.

## How to Apply

Please email your completed application (see below for details) by 5pm on the 6th of June to: Clare Carter clarecarter@atjf.org.uk

Interviews will be held in the weeks commencing 13th and 20th June, although these dates are subject to change. If you do not hear from us within 14 days of the closing date, please assume your application has been unsuccessful on this occasion. Please note that we only provide feedback to shortlisted candidates.

Successful applicants will be asked to take up their appointments as soon as possible.

Applications must include:

1. A supporting statement that:
* Tells us why you are motivated to become a trustee of the Access to Justice Foundation
* Evidences your skills, experience and qualifications as required by the person specification for the role you are applying for.
* Explains how you believe your skills and experience will help the organisation to meet its legislative responsibilities and support our strategic and financial planning.
1. A comprehensive CV including details of your achievements in each role.
2. The names, positions, organisations and contact details of **two referees,** including employers from the past five years. References will only be taken once your express permission has been granted.
3. A completed **Equal Opportunities Monitoring Form.** The information provided will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application.
4. We request that you inform us if you will require any special provision because of a disability should you be called for interview.
5. Email, mobile, work and home telephone numbers, as well as any dates when you will not be available or might have difficulty with the interview timetable.

EQUAL OPPORTUNITIES MONITORING FORM

We are committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age. This form is intended to help us maintain equal opportunities best practice and identify barriers to workforce equality and diversity.

Please complete this form and return it with your application. The form will be separated from your application on receipt. The information on this form will be used for monitoring purposes only and will play no part in the recruitment process.

**ABOUT THE VACANCY**

|  |
| --- |
| Please state which job you have applied for and the closing date given for applications, below: |
| Job applied for: |  |
| Closing date for applications: |  |

**HOW DID YOU HEAR ABOUT THIS VACANCY? (Please tick):**

|  |  |
| --- | --- |
| Newspaper (Please specify which) |  |
| Council Website |  |
| Recruitment Business |  |
| Friend/Family Member |  |
| Other (Please specify) |  |

**GENDER**

What is your gender? (please tick)

# GENDER IDENTITY

Do you identify as transgender/transsexual?

|  |  |
| --- | --- |
| Male |  |
| Female |  |
| Prefer not to say |  |

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Prefer not to say |  |

# SEXUALITY

How would you describe your sexual orientation (please tick)?

|  |  |
| --- | --- |
| Heterosexual/Straight |  |
| Bisexual |  |
| Gay Man |  |
| Gay Woman/Lesbian |  |
| Prefer not to say |  |

# ETHNIC ORIGIN

I would describe myself as (please tick one box only):

|  |  |
| --- | --- |
| White British |  |
| White Irish |  |
| White Other |  |

|  |  |
| --- | --- |
| Indian |  |
| Pakistani |  |
| Bangladeshi |  |
| Other Asian |  |

|  |  |
| --- | --- |
| Chinese |  |
| Other Ethnic Group |  |

# AGE

Please tick the box below your age range:

If you are lesbian, gay or bisexual, are you open about your sexual orientation? (please tick):

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | Partially | No |
| At home |  |  |  |
| With Colleagues |  |  |  |
| With Manager |  |  |  |
| At work generally |  |  |  |

|  |  |
| --- | --- |
| White & Black Caribbean |  |
| White & Black African |  |
| White & Asian |  |
| Other Mixed |  |

|  |  |
| --- | --- |
| Caribbean |  |
| African |  |
| Other Black |  |

If OTHER, please provide details:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 16-17 | 18-21 | 22-30 | 31-40 | 41-50 | 51-60 | 61-65 | 66-70 | 71+ | Prefer not to say |
|  |  |  |  |  |  |  |  |  |  |

# RELIGION OR BELIEF

Please describe your religion or other strongly-held belief:

|  |  |
| --- | --- |
| I would describe my religion/belief as: |  |
| I have no religion/belief: |  |
| I would prefer not to say: |  |

# DISABILITY

The Equality Act 2010 defines a disability as a ‘physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities’.

An *effect* is long-term if it has lasted, or is likely to last, more than 12 months. Do you consider that you have a disability under the Equality Act (please tick)?

|  |  |
| --- | --- |
| Yes, I have a disability: |  |
| No, I don’t have a disability: |  |
| I used to have a disability, but now recovered: |  |
| I don’t know if I have a disability: |  |
| I would prefer not to say: |  |

Our privacy notice can be found on our website: [www.atjf.org.uk](http://www.atjf.org.uk/)