

Justice First Fellowship Manager

Candidate Brief

The Legal Education Foundation (TLEF) is inviting applications for the newly created post of Justice First Fellowship Manager. The postholder will play a central role in the delivery of the Justice First Fellowship, which is a key element of our vision, mission and strategic objectives.

This note sets out:

- Background to TLEF
- Background to the role of JFF Manager
- Job description
- Person specification
- Recruitment process

Background to TLEF

The Legal Education Foundation is an independent grantmaking foundation distributing around £7million a year through our own grants and programmes, and over £20million in the next ten years through funding partnerships.

The principal source of funds for the Foundation are the returns on an endowment which currently stands at around £300million. In addition, the Foundation receives and distributes restricted grants from other organisations and has a charitable subsidiary whose principal source of funds is restricted grants from other charitable foundations and organisations.

Vision

Our vision is of a society that fosters the principles of justice and fairness, where people understand and use law to bring about positive change and to prevent harm and where public systems and structures uphold the rule of law.

Context

The UK justice system is undergoing a period of challenge and rapid change which has far-reaching consequences for people's ability to understand and use the law. There has been chronic under-resourcing of legal organisations at the same time as legal needs have risen. Sustainable

employment, career development and access to the profession have all come under pressure. Meanwhile, legal and constitutional changes brought about by the UK's exit from the EU, along with the increasing adoption of digital technology and automated data processing by government, are producing fundamental changes to UK institutions and the exercise of public power.

This matters particularly for the significant numbers of people who cannot obtain justice in relation to their fundamental rights. We know that these unmet needs trigger or exacerbate clusters of problems that have significant impacts on individuals, communities and wider public policy goals.

Organisations tackling these challenges have experienced significant constraints that have affected their ability to deliver services at the scale needed, to invest in their infrastructure, to develop related fields of policy, research and communications and to attract and retain skilled staff. This has intensified dramatically because of Covid-19. The Foundation's resources put us in a position to support organisations to address this challenge.

We support work in all four nations of the UK, recognising the need to reflect local needs and differences, including the different legal jurisdictions and devolved powers. The focus of our work is in the UK, but we also look to learn from and to inform international practice and experience.

Strategic objectives

Our work to 2025 is divided into three programmes:

- **Stronger Sector:** supporting education, training and development aimed at addressing systemic gaps in skills in the social justice legal sector and to strengthen the capacity of individuals and organisations in the social justice field to deliver their important work effectively and sustainably.
- **Fairer Systems:** supporting work to increase people's capacity to understand the way laws are made and implemented, and rights protected.
- **Smarter Justice:** strengthening the commitment to collecting and using robust evidence in the design and operation of the UK justice system.

The Foundation operates a combination of open and proactive grant programmes, awarding since inception, over £35million through 514 grants to 200 organisations. We have also developed and now run ourselves a set of initiatives tackling particular strategic challenges in the sector.

Justice First Fellowship – the focus of this post – see details below.

Justice Lab – a new initiative to bring about a cultural shift in the way in which research and evidence regarding the operation of the justice system is produced and used by policymakers, legal professionals and organisations working the field. This work has involved extensive collaboration and influencing here and internationally where the Foundation is recognised as playing a leading role in developing this field.

Justice Collaborations – our subsidiary arm formed to host the **Justice Together Initiative**, a £10million collaboration involving over ten funders focused on supporting people navigating the immigration system. A first round of grants has been awarded supporting frontline immigration advice and policy work aimed at influencing the wider system.

We also participate in other funding partnerships, most significant of which recently is the **Community Justice Fund** set up in 2020 to help specialist social welfare legal advice organisations respond to the immediate impacts of Covid-19. This fund distributed around £15million helping

organisations to adapt and continue to provide essential support and services to their communities. We are working with the partners of this fund with a view to this programme becoming a longer-term collaboration.

As well as awarding grants, we support the organisations we fund in a variety of other ways including providing access to training, consultancy and networking to promote exchange, learning and collaboration.

Justice First Fellowship

The Foundation established the Justice First Fellowship in 2013 to support the next generation of social justice lawyers. We had visited two inspiring social justice law fellowships in the US – Equal Justice Works and the Skadden Foundation both established in the 1980s - and seen how alumni from these schemes were now occupying senior roles in specialist social justice legal organisations, and working in key legal roles in government and the NGO sector. The circumstances in the UK meant a different structure and model was needed for our scheme, but with the same ambition to help aspiring social justice lawyers to qualify and put themselves at the heart of wider social change efforts. By creating a fellowship programme, we also wanted to demonstrate that this is an area of law that is prestigious and should be recognised for its importance.

The Fellowship is made up of three parts:

1. A two year fully-funded training contract in a selected specialist social welfare law agency host;
2. Alongside the compulsory training, Fellows are supported by their host organisation to devise and run their own project in order to gain programme development experience and potentially to provide a future income stream for their host organisation.
3. Fellows are brought together throughout the two-year period to receive support, training and access to useful networks and to be part of a wider movement of lawyers committed to access to justice. Some of this training is developed and delivered by the Foundation itself. This focuses largely on relevant non-legal skills such as project planning, communications, evaluation and models of social change. It also now includes regular input from a specialist external organisation on self-care.

An increasingly significant and additional part of the scheme is work with the JFF alumni to support ongoing career development, networking and support. As part of this we host an annual dinner and graduation ceremony, we run an annual learning exchange for graduate Fellows to the US, and we have funded additional training such as the Higher Rights of Audience course. We would like to develop plans for an annual retreat involving all Fellows.

We run two recruitment processes each year. One is to recruit the organisations who will be funded via a grant from the Foundation to host Fellows. The second is to recruit the Fellows themselves. All candidates apply via a central application form and an online portal managed by the Foundation. Candidates submit applications through this portal indicating which host organisation they are applying to. Those hosts then take up the recruitment and selection process from that point although staff from the Foundation attend the final assessment interview as observers.

We are currently working on adapting the scheme to the Solicitors Qualifying Examination. We have also over the years included barrister places on the scheme. These have been much smaller in number and we are keen to test alternative models for developing this strand of the programme.

Overall, more than 120 Fellowships have been funded across seven cohorts, and over sixty Fellows have graduated. An eighth cohort will come into post in January 2022. The Foundation has invested around £6.5million in the scheme so far. Further expansion has been helped by the contributions of other funders and corporate law firms now totalling over £3million. BPP has also delivered the compulsory Professional Skills Course to Fellows every year since the scheme was launched.

A partnership with BBC Children in Need has been particularly productive, now having jointly funded the development of 14 new child lawyers and contributing to closer working relationships between the host organisations. A learning partner worked with child law cluster identifying four strategic themes to work on: developing child-centred lawyering; improving data collection and outcome measurement; supporting collaboration across the children's and youth sector and; developing intersections of law in children's legal practice. Collaboration on these themes has now been formalised through the organisations joining together to create the UK Child Law Network. Separate funding has been secured to support the running costs of the network and a joint project is under development to take forward work on child-centred lawyering as a specialist discipline. So, as well as funding Fellows, JFF has helped to build the wider field in a range of ways.

We monitor the employment destinations of Fellows over time and, so far, outcomes are excellent. Of the sixty-six Fellows that have graduated from the scheme, over ninety percent are working as lawyers in roles using law for public benefit and we continue to work with Fellows as they forge their careers as social justice lawyers.

The JFF scheme sits within our Stronger Sector programme, and we recognise the importance of work both to ensure there is a pipeline of candidates for the scheme, as well as a wider infrastructure of effective and sustainable organisations where Fellows can develop their careers. We recognise that JFF is just one part of the wider investment needed in training and organisational development in the social justice legal sector. Similarly, the training and development that we provide to Fellows ourselves, or via funded consultancies, can usefully be seen as part of our growing "funder-plus" offer to the sector. This strategic aligning of objectives has also led, for example, to the Foundation using its main grants programme to support the development of Law Centres or specialist advice agencies in parts of the country where no host organisation existed. Early grants to support the development of Suffolk Law Centre and the Children's Law Centre at the University of Swansea led subsequently to both organisations going on to host their first Fellows.

Justice First Fellowship Manager

This is a new role, created to lead the consolidation and further development of the JFF scheme. The post-holder will be responsible to the Director of Grants. The post does not currently involve any direct staff reports, but it will be at the centre of a team of colleagues from across the organisation that are involved in the development and delivery of the scheme including the Chief Executive, Director of Grants, Administration Manager, Learning Manager and Grants Officers.

The JFF Manager is a permanent appointment. We are seeking a full-time role but would be happy to consider part-time and other flexible arrangements such as job-share.

The post would involve a combination of being based in London, some travel (subject to current restrictions) to host organisations and to our office in Shalford, Surrey, and working from home.

Job Description

Title:	Justice First Fellowship Manager
Salary:	£45,000 - £50,000
Contract:	Full-time, permanent (flexibility considered)
Hours:	35 per week
Location:	London and remote, with some travel to Guildford
Reports to:	Director of Grants

Purpose of the role

The overall purpose of the role is to coordinate and develop the Justice First Fellowship scheme, ensuring strategic alignment of the scheme with wider TLEF strategic objectives. It involves a good mix of strategic development, programme management and day to day operational delivery.

Responsibilities

Planning and strategy

- Oversee the planning, co-ordination and delivery of the JFF scheme including monitoring programme timelines and operational plans.
- Keep under review the purpose and breadth of the scheme for solicitors and barristers and develop and adapt where appropriate to changes in the context or requirements for legal education and training in all four nations of the UK, including involving JFF alumni and hosts in the review and future development of the scheme.
- Work with the Director of Grants and Head of Finance to plan and monitor budgets for the JFF scheme.
- Work with the Chief Executive to sustain existing, and develop new, relationships with co-funders including ensuring that funding reporting requirements are met.
- Prepare reports on the JFF scheme for the TLEF Grants, Programmes and Learning Committee and attend relevant meetings of the Governors.

Recruiting and supporting host organisations and Fellows

- Work with the Director of Grants and Administration Manager to coordinate the process for inviting and assessing host applications ensuring a range of high-quality host organisations are recruited and ensuring a good geographical spread across all four nations of the UK.
- Work with the Director of Grants and Administration Manager to coordinate the process for attracting high quality Fellowship candidates to the scheme ensuring this reflects best practice in equal opportunities recruiting.
- Develop and coordinate the programme of the additional training provided to Fellows to support their wider development including the elements provided by TLEF and by external partners and liaising with TLEF colleagues on meeting logistics.
- Develop and coordinate activities to strengthen the network of alumni Fellows, including holding events, providing access to additional training and career development opportunities.

- Maintain and enhance processes for capturing the employment destinations and career development of Fellows.

Learning

- Work with the Director of Grants and Learning Manager to ensure processes are in place to capture feedback and learning across the scheme to improve delivery and inform strategic development including commissioning external learning partners where relevant.
- Maintain system of capturing the employment destinations of Fellows.
- Work with the Director of Grants to ensure processes are in place for host organisations to provide progress and final reports and to review these and other programme data and insights.

Communications

- Oversee the JFF website and process for producing content for the site, including securing information from host organisations and Fellows' profiles, project details, updates and alumni destinations and development.
- Ensure JFF host and candidate applications processes are promoted and reach relevant audiences.
- To carry out other tasks that the Director of Grants shall consider necessary.

Person specification

Essential

- Commitment to the vision, mission and values of the Foundation.
- Proven experience of programme management and development.
- Excellent organisational and project management abilities including managing priorities and meeting deadlines.
- Ability to work independently, with supervision, and as part of a team.
- Excellent interpersonal skills and a strong collaborative style.
- Understanding, awareness of, and commitment to, the principles and practice of building diverse teams and inclusive cultures.
- Ability and willingness to travel occasionally.
- Strong communication, influencing and negotiation skills.
- Strong IT skills and familiarity with Office 365.
- The right to work in the UK.

Desirable

- Experience of the legal advice sector and / or the wider voluntary sector, and an understanding of the needs of voluntary organisations.
- Knowledge of the context for legal education and training, particularly in the social justice field.
- Knowledge of education and training in a relevant or related field of social justice.

- Knowledge of grant-making.
- Experience of raising funding and managing donors.

People with lived experience of social welfare legal issues are underrepresented in our organisation, so we are actively recruiting and prioritising candidates who bring this understanding alongside other skills and expertise. (We do not expect people to describe their personal experience at any stage during this recruitment process or during their work at the Foundation.)

Applying for this role and timetable

For an informal and confidential discussion about the role, please contact our recruitment partner:

Simon Lloyd, Director, NFP Consulting T: 07961 988 523 E: simon.lloyd@nfpconsulting.co.uk

Apply online at www.nfpconsulting.co.uk/justicefirstfellowship

Your application should comprise a CV along with a supporting statement of around two sides of A4 indicating how you meet the person specifications of the role and your motivations for applying.

Closing date for applications: Monday 31st January 2022

Following pre-qualification by NFP Consulting, shortlisted candidates will be invited to complete an online occupational personality questionnaire.

Shortlisted candidates will be asked to attend a formal panel interview on **Tuesday 22nd February 2022** with the Chief Executive, Director of Grants and one other member, to be confirmed. The interview will involve a pre-prepared presentation task. Please keep this day free in case you are called to interview.

The format and location of the interviews will be determined by the COVID-19 guidelines and restrictions that apply at the time.

Accessibility

Please let us know if you have any special requirements which we might need to consider and to make reasonable adjustments to the application and the selection process to enable you to present your candidacy and to perform to the best of your ability. Any requests will not affect the decision-making process itself.